

POSITION PROFILE
Finance Officer - Tanzania

1. Identification	
Position Title:	Finance Officer (CS5)
Location	Tanzania
Reports to/Position Title:	Finance and Administration Manager
Date revised:	10 th Aug 2022
DEADLINE:	August 24, 2022
2. Overall Purpose/Broad Function:	
<p>Support the Finance & Administration Manager in Tanzania Country Office in financial management and compliance, accounting, and audit to ensure efficient utilization of resources and timely reporting. This position works closely with Country Office Program and Finance and Regional Office Corporate Services Team.</p>	
3. Key Duties and Responsibilities:	
<ul style="list-style-type: none"> Responsible for accurate and timely preparation of weekly batches and update of bank books, mid-month, month end and year end financial reports for the CO. Preparation of monthly bank reconciliations and petty cash reports and reconciliations Data entry of weekly transactions in both GP and Peach Tree, preparation of Journal Entries, AP/MP Entries in GP. Quarterly GL reconciliations in GP and Peach Tree Processing of TAs, ERs Processes procurement and service bills of suppliers, consultants and service providers. Maintain and updates the Fixed Asset Registers and supplies inventory records Provide effective support to country office staff in understanding and regular use of the contracts database. Ensure the accuracy of Tanzania projects and contracts information entered in the Contracts Database and that all related milestones are always kept up to date by Program Officers. Support the finance Manager in preparation for annual statutory and internal audits, including preparation of draft financial statements, audit schedules and audit support documentation as required by the auditors. Assist program staff in developing budgets for grant proposal and for Project Concepts Notes. Assist the Finance Manager in preparation of annual allocated and indirect budgets, Pure Program Annual Spending Plans, and PWB package Monitoring of cashflow and preparation of quarterly cash forecast. Prepare Program Finance documentation and requests which includes Funding Approvals, Contract Approval Sheets, Payment Request Forms, Contract and Project Closure Forms, etc. <p>Any other related duties as may be assigned.</p>	
4. Supervisory Responsibilities:	
None	
5. Education/Professional Designations/Experience:	

Education:

- Bachelor's degree in Business Commerce/Accounting/Finance or other related field from a

recognized university.

- Professional Qualification-CPA or ACCA

Experience:

- At least 4-year experience working in accounting and/or finance, particularly in a donor funded organization of project
- Solid knowledge of generally acceptable accounting practices, financial systems, budget and cash flow monitoring and accounting controls, in an international context.
- 3-year experience working in project office administration.
- Experience working with the Microsoft suite, especially Excel.
Solid knowledge of accounting software, Great Plains, QuickBooks, or Peachtree an asset

6. Language Skills:

Fluent English

7. Other Specific Skill Requirements:

- Solid knowledge of accounting software, Great Plains, QuickBooks
- Solid knowledge of MS Office
- Knowledge of data bases
- Excellent communication skills
- Ability to work in a multicultural environment
- Demonstrated ability to work in a team
- Sound management skills, both financial and human resources
- Solid planning and organizing abilities
- Initiative
- Attention to details
- Problem solving
- Integrity
- Client service orientation

8. Travel Requirements

No international travel is required for this position.

NOTE: This job description can and will be amended as required from time to time.

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