

**Good Neighbors
Tanzania National Office**

Job Description

Group:	Zanzibar Area Office
Location:	Zanzibar
Reports to:	Project Manager
Provides supervision to:	Accountants
Effective Date:	ASAP
Grade Level:	* Special scale
Contractual status:	Fixed Term
Contract Duration:	1 Year

Purpose of the position:

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ), guidance and direct supervision of the Project Manager of ESSQE-Z Project, the position of Finance Manager will manage the day-to-day services provided, monitoring performance and prioritizing activities to deliver quality on-time services to clients (KOICA). The Finance Manager will seek opportunities to continuously innovate to improve efficiency and quality of services. He or she shall oversee, provide provides and direction to the finance and administration teams in ZAO, ensuring the professional standards are maintained, that controls are effectively, and that procedures and documentations is complete and up to date.

The Finance Manager will report directly to the PM in the oversight and guidance of financial streams, provide periodic administrative and technical reports as agreed to by the organization. He or she shall provide operational oversight on financial and efficient procurement and logistical services, asset management as well as ensuring compliance with GN and GNTZ policies, national and international standards and KOICA’s accounting regulations. Oversees overall financial management to include budget management and monitoring, forecasting needs, procurements, management of financial systems and enforcing controls.

The Finance Manager is also responsible for ensuring compliance with all aspects of contract implementation, adherence and compliance to contractual and financial terms and conditions, and provide operational and financial oversight and supervision for the project, including regular budget reviews and monitoring of expenditures.

Major Responsibilities: *(Please define in output format – 1-10 things of what you expect to see as a result of this position)*

Key Outputs/Responsibilities <small>(Accountabilities and results)</small>	Weight <small>(Total: 100%)</small>
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Finance Director

1.	Manage the day-to-day services provided, monitoring performance, rebalancing resources and prioritizing activities to deliver quality on-time services to customers	5%
2.	Provide direction, advice and support to Functional Stream leads, including the review and approval of complex transactions	5%
3.	Set priorities and strategic planning of work in line with overall goals	5%
4.	Direct management of finance and administration team and supervise administration staff, including driver(s), housekeeper(s)	5%
5.	Direct management of internal control system to improve work efficiency and keep transparency such as online QBs, HR system, Fuel control system, and Procurement procedure	10%
6.	Provide regular and timely report on progress including Monthly finance reports, Bi-annual finance reports, Budget vs expenditure, Budget execution summary, and Missing documentation by real time to HO and donors	20%
7.	Analyzes revenue, expenses, cash flows, and balance sheets	5%
8.	Checking to ensure that budget implementation complies to the GNTZ policies by effectively identifying, preventing, detecting, and correcting non-compliance with internal policies and other financial management requirements.	5%
9.	Maintains an accurate filing and record keeping system for all financial statements and organization of documents and readily available and facilitate external audits	5%
10.	Oversee all financial planning, budgeting and reporting for the project, including developing and managing systems to monitor and report expenditures	5%
11.	Manage GNTZ-ZAO inventories and asset disposal, if any.	5%
12.	Oversee day-to-day coordination of financial activities ensuring efficient operations and cost efficiency	5%
13.	Lead development, monitoring and review of accurate budgets and track expenditures using cost-performance monitoring mechanisms to ensure prevention of over or under expenditure, monitor variances, and take actions as appropriate	5%
14.	Review, reconcile and monitor all project accounts, including operating accounts	5%

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Finance Director

15.	Provide oversight of all office logistics, including the drivers and vehicles, in-country travel for staff, workshops, meetings and other GNTZ-ZAO events are properly executed	5%
16.	Establish financial controls are in place and adhered to, ensuring proper safeguards of funds and ensuring compliance with established award terms and conditions, as well as KOICA and GNTZ financial, accounting and administrative policies	5%

PROFILE: Core Capabilities: (proficiency levels; 1=developing 2 =proficient 3=advanced)

Core Capability	Proficiency level (1, 2, 3)		Examples of advanced proficiencies
	Indv	Ldr	
Achieving Capabilities			
Achieving quality results and service	2		Example:
Practicing accountability and integrity	2		
Communicating information effectively	2		
Thinking Capabilities			
Thinking clearly, deeply and broadly	2		Example:
Understanding the Humanitarian industry	2		
Understanding GN's mission & operations	2		
Practicing innovation & change	2		
Self-managing Capabilities			
Learning for growth and development	2		
Maintaining work/life balance	2		
Relational Capabilities			
Building collaborative relationships	2		Example:
Practicing gender & cultural diversity	2		
Influencing individuals & groups	2		

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- A university degree in Accounting or a related field
- CPA Holder and member of professional Accountancy Body
- Minimum 10+ years relevant work experience in donor funded project financial management
- Strong collaboration, communication, negotiation, and interpersonal skills
- Exceptional time, task, and resource management skills
- Strong problem solving, critical thinking, coaching, verbal and written communication skills
- Analytical and written skills and proper computers skills especially MS Office

Other Competencies/Attributes:

- Ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions
- Sincerity, patience, tact and the ability to earn the trust of others
- Good motivational organizational skills
- Financial Management skills
- Reporting and Leadership skills
- Budgeting management and Planning Skills
- Perform other duties as required

Working Environment / Conditions:

- Work environment: Based at Zanzibar
- Office work: 90% office work
- Field work: 10%

_____ Employee	_____ Signature	_____ Date
Approved by:		
_____ Immediate Supervisor	_____ Signature	_____ Date
_____ DoHRA Manager	_____ Signature	_____ Date
_____ Country Director	_____ Signature	_____ Date

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