

## Internal & External Vacancy Advertisement

**ActionAid Tanzania is an anti-poverty agency working to end poverty and injustice.**

ActionAid Tanzania (AATZ) is an affiliate member of the ActionAid International Federation, a global force working with women, men, and children living in poverty and exclusion to find solutions to alleviate poverty and injustice. AATZ has been operating in Tanzania since 1998 as a cross-border initiative by ActionAid Kenya and later transformed into a full-fledged Country Program in 2000. Since then, AATZ has rolled out five Country Strategy Papers that have contributed to the overall development of the country. AATZ is registered in the Tanzania Mainland and complied with the Zanzibar Society Act no 6 of 1995 and is represented at the ActionAid International Assembly.

Currently, the organization is looking for a qualified, experienced, and self-motivated young person to fill the following vacant position:

**Job Title: Project Accountant**

**Workstation: Dar es Salaam**

**Reports to: Finance Manager**

**Duration of placement: 24 months**

**Job Role:**

- This role influences outcomes directly and clearly controls the activity of Finance related issues for the CP/AP. In turn the result of the area/ function directly contributes to the functions / organization's overall performance

**Key Responsibilities**

- Records and reports on organizational financial performance to satisfy the needs of the CP and/or board, regulatory agencies Advises on and interprets the CP/AP's external reporting requirement, then selects and implement appropriate accounting and reporting methods in accordance with generally accepted accounting principles and relevant AAI Financial Policies Use financial information to identify trends and anomalies, substantiate forecasts, and provide strategic advice that will help the organization achieve its goals
- Review payment requests and retirement submitted to finance to ensure forms have been accurately filled and accompanied by relevant supporting documents, correctly input into SUN System and process payments.
- Ensure all online instructions/cheques are accompanied by relevant and approved documents before signoff
- Carry out all bank transactions, submission of bank authority letters, collection of bank statements, depositing receipts, and other functions
- Keep proper record of all prepayments, accruals, and related accounts.
- Coordinate with Administration unit to collect all LPOs raised with relevant attachments and file them chronologically in the finance department for use in supporting payments to suppliers/accruals

- Preparation of foreign exchange processing and related bank transfer instructions both local processing and IS related
- Prepare the CPs Table as per approved budgets or whenever there are revisions or updates.
- Track, update and ensure that all other funds remitted / transferred in favour of the CP are duly documented and posted into the ledger.
- Respond to staff, management, partner and supplier queries through Emails and Telephone
- Perform reconciliations of subsidiary schedules/records, suspense sundry debtors & creditors accounts ensuring no amounts are held unresolved for undue periods of time
- Provision / preparation of ad hoc information for management as may be required from time to time.
- Prepare and share budget variance reports for each budget unit and follow up for feedback including explanation of variance
- Monitor reporting deadlines and communicate them to all related staff to ensure reports are submitted on time
- Make visits to LRP, partners at National level and LRP levels as per schedule agreed by the Line Manager to ensure that all procedures being carried out are in accordance with the relevant Policies and Procedures and review progress of implementation against agreed work plans
- Review financial information from LRP, implementing partners and for donor funded project for accuracy, and completeness against set guidelines before further transfer fund.
- Prepare for and attend to the needs of internal and external auditors by way of participating in pre-audit meeting, prepare audit schedules as per checklist made available and any other pertinent supporting analysis and provide information requested by Auditors.
- Respond to inquiries where required and ensure implementation and clearance of audit issues & recommendations, both internal and external.
- Follow up on project fund remittances and arrange for timely transfer of project funds to implementing LRPs and partners in line with the budget
- The detailed JD will be shared to the successful candidate at the time of induction

### **Essential Experience and Skills:**

- Have a minimum of three (2) years' experience in similar positions from a reputable organization preferably NGO sector
- Good communication and report writing skills
- Willingness to work and meet tight deadlines with resilience and reliability
- under heavy pressure
- Demonstrated ability in organizing and managing priorities
- Capacity in strategic thinking and planning
- Ability to respond and give feedback on issues
- Ability to set up, support and maintain cordial working relations with the staff
- Good interpersonal relations and ability to convince others in the way of doing things
- Strength in core values of integrity, accountability, probity and loyalty to organization's vision, mission and values
- Sense of confidentiality
- Ability to work under minimum supervision
- Flexibility and capacity to carry out together different kinds of work
- Basic Negotiation skills
- Staff capacity building

- Computer literate and ability to use accounting systems, word processing, spread sheet, and e-mail and Internet.
- Auditing awareness
- Planning, Budgeting and budgetary control
- Asset inventory management
- Payroll processing and management
- Financial records management & reporting.

### **Education Requirements:**

- Minimum bachelor's degree in accounting, finance or related field
- Professional qualification / Membership of a reputable Professional Accountancy body such as Local Accountancy body, ACCA, CPA is a major added advantage.

*ActionAid Tanzania is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Women are highly encouraged to apply.*

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*Interested candidates may send their application letter, CV's and academic certificates through [jobs.tanzania@actionaid.org](mailto:jobs.tanzania@actionaid.org) [CCagness.gondwe@actionaid.org](mailto:CCagness.gondwe@actionaid.org) Deadline for submission should be **10th June 2025** by 17.00 hours*

# **Opportunity**