**Job Description**

**Position**: Finance and Operations Officer – TZ  
**Department**: Operations  
**Supervised By**: Senior Finance and Operations Officer-Kenya (Technical) with a dotted line to Country Programme Coordinator (Administrative)  
**Supervises**: Driver, Security guards, Office Cleaner  
**Location**: Dar es Salaam, Tanzania

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1.0 **Job Purpose:**

The Finance and Operations Officer will provide efficient and reliable Financial and Operational support for the Tanzania Projects and work closely with the respective project staff. S/he is expected to provide financial risk management, routine financial, logistics and administrative support as required for the Tanzania Country Program. S/he will work closely with other teams in Eastern Africa to ensure timely planning of office expenditures (supplier bills, procurements etc.) and that accurate financial records are kept.

2.0 **Reporting Lines:**

This role reports to the Senior Finance and Operations Officer-Kenya (Technical) with a dotted line to Country Programme Coordinator (Administrative)

3.0 **Work Relationship:**

3.1 **Internal Context:**

Within Wetlands International Eastern Africa, the holder of this position relates with Tanzania Team; Eastern Africa Finance and Operations Team; Visitors from other Wetlands International offices.

3.2 **External Context**

The holder of this position relates externally with suppliers, host organizations, donors, external consultants, especially those concerned with finance/ accounts support.

4.0 **Key Responsibilities**

**Finance**

- Prepare and submit budgets to the Senior Finance and Operations Officer  
- Maintain proper cash flow, prepare quarterly forecasts in liaison with programs team for submission to Senior Finance & Operations Officer.
• Prepare and submit fund requests to the Senior Finance and Operations Officer on time for smooth running of projects.
• Prepare and check that all payment requests are in order with correct calculations, signatures, correct coding and sufficient supporting documentation.
• Review the financial reports and ensure they align with the narrative reports
• Capture journal entries for approvals and reconcile General Ledger and Sub Ledger accounts
• Maintain an accurate and up to date record of accounting system reconciliations
• Maintain an organized and well-documented and sequential filing system for all cash disbursement and payment vouchers
• Assist in the preparation of accruals at grant close out and ensure all expenditures incurred for a project are fully captured
• Prepare for and facilitate financial year audits and also handle audit queries to ensure smooth audits
• Maintain an up-to-date inventory and Fixed Asset Registers
• Prepare assets Insurance schedules, and annual premiums payment. Handle insurance claims for organizational assets
• Prepare an annual reconciliation with supporting schedules of the asset register to the relevant accounting records.
• Process Wetlands International Tanzania office payroll monthly and ensure all statutory deductions are remitted to the respective authorities on a timely basis.

Operations
• Carry out travel bookings (flights, hotels, car hire etc.) as and when needed
• Provide on-the-spot administrative support during events including workshops and trainings
• Manage office telephone lines and messages
• Ensure that visitors have been received and transported safely to their destinations.
• Draft letters and other documents as needed.
• Screen prices prior to making purchases to ensure organization enjoys the benefit of Value for Money.
• Complete and maintain a database of suppliers and contacts
• Perform general clerical duties such as photocopying, faxing, mailing; maintain an electronic and paper filing system and file correspondence accordingly
• Maintain a calendar of events, assignments, reporting deadlines and payments due
• Support the office drivers in ensuring proper documentation of vehicle movements and servicing and maintenance schedules.
• Prepare contracts and subcontracts to consultants and service providers in liaison with WIEA HR, in line with Wetlands International internal control system and procedures
• Ensure staff files are kept up-to-date at all times and are securely kept.
• Assist staff in tracking and monitoring leave requests and leave statements.
• Work with HR in facilitating staff capacity development based on available resources in liaison with the WIEA HR.
• Responsible for ensuring the WITz office is compliant with current laws and regulation of the United Republic of Tanzania
• Perform any other duties as may be assigned by your supervisor.
• Procurement of project and office inputs and services according to WITz policies and procedures.
• Custodian of WITz policies guiding organizational processes.

5.0 Key Performance Indicators

• Maintain an organized and well documented and sequential filing system for all cash disbursement; and reporting.
• Prepare for and facilitate financial year audits and also handle audit queries to ensure smooth audits
• Ensure at all times staff files are up-to-date
• Ensure office meets all statutory requirements for compliance e.g OSH,
• Ensure all procurements are done according to organizational policies and procedures
• Ensure all payments are made with complete documents and are completed within reasonable time.

6.0 Qualification, Experience & Skills

6.1 Professional Qualifications

• Preferably a first degree in Accounting, Finance, Bachelor of Business Administration or Commerce with a major in Accounting.
• Certified Public Accountant (CPA)

6.2 Relevant Experience

• A minimum of 5 years of relevant experience in a similar position
• Previous experience with local and/or International NGO has an added advantage
• Knowledge of IT systems, Microsoft Office packages and/or other accounting systems Good knowledge of administrative and financial rules and regulations and Tanzanian NGO administrative needs

6.3 Essential Competencies

• Ability to prioritize and meet deadlines
• Organizational skills, particularly in respect of managing multiple tasks and clear records
• Strong interpersonal skills
• Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously;
• Ability to produce standard, accurate and well-documented reports;
• Excellent writing and analytical skills;
• Ability to work independently but also as part of a team
• Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;

APPLICATION PROCEDURES

Candidates should apply by sending the followings as 1 PDF file:
1) An updated Curriculum Vitae, (Mandatory)
2) A motivation letter including one-page summary of experience (Mandatory)
3) Expected Remuneration (Gross in TZS) including Benefits (Mandatory)
4) Names and contact details of three professional referees (Mandatory).

We invite you to apply by emailing your application to hreastafrica@wetlands-eafrica.org not later than 15th November 2023 with the subject ‘Application for Finance & Operations Officer-TZ’

Female candidates are highly encouraged to apply.

Only shortlisted candidates shall be contacted.