

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

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.