



**POSITION TITLE: FINANCE AND ADMINISTRATION ASSISTANT**

**Vacancy no:** TZ 004

**Location:** Nyamisati, Tanzania

**Projects:** Mangrove Capital Africa

**Countries of coverage:** Tanzania

**Reporting to:** Project Manager, Mangrove Capital Africa Tanzania

**Expected start date:** 1<sup>st</sup> October 2018

**Type of contract:** Fixed term with a probation period of 3 months

**Background**

Wetlands International is the only global not-for-profit organization dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. The organization has its global office in the Netherlands. Wetlands International has had an office in Kenya for the East Africa sub- region since 2011 and an office for the Africa Program based in Dakar since 1998. As its East African program grows Wetlands International is expanding into new East African countries including in Ethiopia, Uganda, Tanzania and South Sudan.

To strengthen the implementation of projects in Tanzania, we are seeking a Finance and Administration Assistant to join our growing portfolio.

**General duties and responsibilities**

The Finance and Administration Assistant will provide efficient and reliable Financial and Administration support for the Tanzania Mangrove Capital Africa Project office and work closely with the respective project staff. S/he will work closely with the Finance Officer in the Nairobi Office and other teams in East Africa to ensure timely planning of office expenditures (supplier bills, procurements etc) and that accurate financial records are kept

Coordinates with:

*INSIDE Wetlands International:*

Tanzania Office Team; East Africa Administration and Finance Team; Visitors from other Wetlands International offices

*OUTSIDE Wetlands International:*

Suppliers, Host organisation, External consultants, especially those concerned with payroll and financial/ accounts support

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **Finance**

- Prepare and submit budgets to the Finance Officer
- Monitor available funds
- Prepare and submit fund requests to the Finance Officer on time.
- Prepare and check that all payment requests are in order with correct calculations, signatures, correct coding and sufficient supporting documentation.
- Review the financial reports of the MCA project and ensure they align with the narrative reports
- Capture journal entries 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 vouchers
- Prepare for and facilitate financial year audits and also handle audit queries to ensure smooth audits
- Maintain a Fixed Asset Register
- Handle insurance claims for organizational assets
- Prepare an annual reconciliation with supporting schedules of the asset register to the relevant accounting records.

### **Administration**

- Carry out travel bookings (flights, hotels, car hire etc)
- Provide on-the-spot administrative support during events including workshops, training courses etc
- Maintain an electronic and paper filing system and file correspondence accordingly
- Manage office telephone lines and messages
- Meet and greet visitors
- Draft letters and other documents
- Research, price, and purchase office furniture and other supplies.
- Complete and maintain database of suppliers
- Maintain database of contacts
- Perform general clerical duties eg. photocopying, faxing, mailing
- Maintain calendar of events, assignments, reporting deadlines and payments due
- Support to staff in assigned project based work
- Perform other reasonably related duties as assigned by the Project Manager

### **PROFILE:**

#### *Expectation for the Position*

- S/he will have recognized qualifications in finance, accounting and administration or commensurate experience
- S/he will have strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges and responsibilities
- S/he will work effectively and collaboratively in support of building a team-based culture of work, will perform all duties appropriately in a multi-cultural environment, treating all persons with dignity and respect, and will be familiar with and committed to the mission and goals of Wetlands International
- S/he will project a professional image through in-person and phone interaction.

## **Qualifications, experience and competencies:**

### **Education**

- First degree in accounting or financial management is preferable

### **Experience**

- A minimum of 3 years of relevant experience for first degree in a similar position;
- A minimum of 5 years of relevant experience for Diploma holders
- Good working knowledge of Microsoft Office packages and/ or other accounting systems

### **Competencies**

#### *Essential*

- Good knowledge of Tanzanian NGO administrative needs and NGO financial systems
- Ability to prioritize and meet deadlines
- Ability to communicate effectively in writing and in person
- Strong interpersonal skills and ability to work successfully alongside other people as well as independently
- Ability to manage one's own work effectively, use own initiative and to be self-motivating to achieve results
- Organizational skills, particularly in respect of managing multiple tasks as well as working under pressure and meeting set deadlines
- Ability to produce standard, accurate and well-documented reports;
- Fulfill all obligations to gender sensitivity and zero tolerance for sexual harassment;

#### *Desirable*

- Interest in environmental issues and sustainable development
- Proven Ability to work in a multi-cultural environment
- Previous experience with local and/or International NGO has an added advantage
- Experience of HR management and procedures
- Driving License

**Languages:** Good command of English language is essential;

**Salary and Benefits:** attractive

**How to Apply:** Interested applicants should send non-returnable applications with a CV and copies of credentials within ten calendar days of this advertisement to [kenya@wetlands-africa.org](mailto:kenya@wetlands-africa.org) with copy to [jmulonga@wetlands-africa.org](mailto:jmulonga@wetlands-africa.org) and [isaidi@wetlands-africa.org](mailto:isaidi@wetlands-africa.org). Only short listed candidates will be contacted.