



Finance Manager (Ref: C3HP/FM/12-21)

Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **Finance Manager**.

Job Purpose

Manage the program budget and reporting to the stakeholders, as well as the day-to-day financial transactions and implementation of the internal control policy and procedures.

Key Responsibilities

- Prepare the annual program budget.
- Work with the Director of Finance and Grants to implement effective program financial management including but not limited to cash flow management, payroll, processes, controls as well as managing Standard Operating Procedures.
- Ensure compliance with USAID financial regulations and procedures.
- Review payment vouchers and accountabilities and approve.
- Review staff safari advances and retirements and approve.
- Ensure all financial transactions are posted in a timely manner.
- Prepare cash flow projections and monthly funds request to USAID as per approved budget.
- Work with the Director of Finance and Grants to identify cost-cutting measures within the program.
- Oversee program assets and ensure the Asset Register is updated.
- Prepare financial reports quarterly, semi-annually and annually. Ensure accuracy and completeness of the reports and adherence to USAID deadlines.
- Coordinate the annual program financial review and evaluation, that is, internal and external audits; and ensure that the reviews are carried out in accordance with USAID regulations.
- Coach and develop staff in the Finance Unit.

Requirements

- Master's degree in Accounting, Finance or related field



- Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) holder
- A minimum of five years relevant working experience with two years at managerial level
- Good knowledge of USAID financial rules and regulations

If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to C3HP@deloitte.co.tz. For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.