



JOB DESCRIPTIONS

Position:	Finance & Administration Manager
Location:	Olasiti, Arusha City
Reporting to:	Chief of Finance (COF)
Supervises:	Accountant & Donor management personnel

PURPOSE:

Manage the finance and administration department to ensure that the department adheres to all regulations and policies, is compliant with donor requirements, and is growing the capacity of the department to achieve the organizational long-term goals and objectives.

MAIN DUTIES AND RESPONSIBILITIES:

- 1. Organization and Financial Management**
 - Develop and manage budgets, track expenses, and produce regular reports for the organization.
 - Develop and manage cash flow projection tracking systems for the organization on a monthly, quarterly and annually basis.
 - Support the development of the program budgets, maintain financial performance and expenses overviews, and generate regular reports for all programs.
 - Ensure that bank balances, project and core costs tracking tools and QuickBooks are reconciled with each other monthly.
 - Management of the overall organizational annual budget and reports on the progress of actual expenses.
 - Ensure that all organizational financial data are maintained properly and entered in the accounting software.
 - Manage the general performance of the organization on the finance and administration perspective.
- 2. Banking Matters**
 - Manage all bank transactions both manually and in electronic bank transfers.
 - Overall management of all bank transactions including communications with various banks and keeping up-to-date contacts of all relevant persons within the banks.
 - Ensure compliance with banking regulations and requirements.
 - Review monthly bank reconciliations reports for all the banks accounts and ledgers.

3. Cash Controls

- Ensure that the cash within the organization is managed in a diligent manner according to the policies and regulations of the organization.
- Cash Reconciliation - ensure that petty cash is managed responsibly and that an accurate and current balance of the petty cash is documented at least monthly.
- Develop and maintain financial forecasting to predict cash flow going forwards and report this to the program team to ensure that there is sufficient funds.

4. Payroll and Human Resources

- Ensure that payroll payments are done to relevant staff in a timely manner and are tracked correctly in payroll spreadsheets.
- Ensure that payroll procedures legally comply with labour and tax laws of Tanzania.
- Oversee the performance of the other staff in the Finance Department.
- Attend Senior Management Meeting including supporting the Executive Director with key finance and administration decisions.
- Representing the organization to meetings or forums ensuring that its policies, aims, and values are communicated where necessary.

5. Creditors and Debtor Management

- Oversee the procurement procedures by reviewing all documents regarding Local Purchase Orders, invoices, and other related documents to ensure adherence to the organizational regulations and requirements.
- Develop formal agreements with creditors including all necessary legal documentation.
- Oversee that the purchase of goods and services for the organization is done on time, cost-effective, and in compliance with the of value-for-money procurement.
- Perform regular asset and inventory audits based on the approved organizational asset register.
- Ensure that payments, invoices, statements, and balances are accurately made and on time to the correct account.
- Manage all creditor and debtor tracking systems.

6. Reporting

- Ensure timely reporting to the board, management, program team, donors and legal authorities.
- Review and assist with the preparation of the financial data to be audited by the appointed auditors.
- In charge of all donor reports, annual financial statements and all the routine financial reporting.

7. Administration and Compliance Issues

- Ensure accurate, timely, and correct payment of all taxes in compliance with the regulations set out by the Tanzania Revenue Authority, NGO Act, and the Finance Act.

- Keep up to date with all Tanzanian tax requirements and ensure the organization follows all statutory obligations such as NSSF, PAYE, and various taxes.
- Oversee the general performance of the organization on issues related to finance and administration and report back to the Director the progress
- Ensure the organization complies with donor requirements as per the approved donor agreement.

Education and Qualifications Required:

- University Degree in accounting, finance or related field.
- Professional certification such as CPA or ACCA
- At least 5 years' experience of work within a busy NGO environment.

Knowledge, skills, and ability:

- Very good computer skills, especially with Microsoft Office (Excel, Word) and accounting systems
- Very good organizational, analytical, and administrative skills.
- High sense of confidentiality.
- Good experience in staff management.
- Good knowledge of labor laws and the employment market an asset.
- Good knowledge of the tax laws, accounting policies and principles.
- Awareness in NGO governing laws.
- Minimum 3 (three) years of relevant experience in a similar position.
- Ability to work under pressure, independently, and within team.
- Fluency in both written and spoken English and Kiswahili.

TO APPLY, PLEASE READ THE FOLLOWING:

- You are required to visit our website page dedicated to this post and read about us on our website and watch the video. Click here: [Job Vacancies - Honeyguide](#)
- Please submit a cover letter expressing interest and demonstrating previous experience in similar positions and qualifications that are detailed above and indicating your availability.
- A CV with contacts or at least 2 referees from your previous position.
- Copies of your academic certificates are **NOT** needed at this stage.
- Send all this information to this email address: job@honeyguide.org
- PLEASE PUT IN THE SUBJECT LINE: **Finance & Administration Manager**
- The deadline for all applications is 28th November 2023

Job Title: Project Accountant cum Administration Officer

Department: Programs

Reports to: Programs Manager Southern Portfolio

Location: Songea, Ruvuma

Job Summary:

The Project Accountant cum Administration Officer for the Honeyguide EU-KUWA project is a multifaceted role responsible for providing comprehensive support to the Financial Management aspects of projects, and overseeing various administrative, communication and collaboration tasks. This role plays a pivotal part in ensuring the seamless execution of projects and maintaining financial integrity. The incumbent will report directly to the Honeyguide Foundation Programs Manager for the Southern Portfolio and collaborate with cross-functional teams to facilitate the successful completion of projects.

Key Responsibilities:

- **Project Management Support:**
 - Assist the Programs Manager in planning, organizing, and executing project activities.
 - Maintain project documentation, including schedules, budgets, and progress reports.
 - Monitor project timelines and coordinate with team members to ensure project milestones are met.
 - Help manage project resources and allocate them efficiently.
 - Assist in risk assessment and issue resolution.
- **Accounting and Financial Management:**
 - Maintain accurate financial records and perform routine accounting tasks.
 - Track project expenses, analyze budget variances, and prepare financial reports.
 - Collaborate with the finance team to ensure compliance with financial policies and procedures.
 - Handle invoicing, payments, and reconciliations.
 - Assist in the preparation of financial forecasts and budgeting.
- **Administration:**
 - Oversee general administrative tasks, including managing office supplies and equipment, security issues, internal and external office environment.
 - Maintain project files and ensure all documentation is organized and accessible.
 - Coordinate meetings, appointments, and travel arrangements for the Project Team.
 - Manage correspondence and communication on behalf of the Programs Manager.
 - Provide administrative support to project team members as needed.

- **Communication and Collaboration:**

- Act as a liaison between the Programs Manager and other team members.
- Communicate and report project updates and financial information to relevant stakeholders.
- Foster a collaborative and positive working environment within the project team.

Qualifications:

- Bachelor's degree in business administration, Accounting, Finance, or a related field.
- Proven experience in project management, accounting, and administrative roles.
- Strong organizational and multitasking skills.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Ability to work well in a team and independently.
- Attention to details and a strong commitment to accuracy.

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