



Job advertisement DVV International Tanzania

Job Title: Country Project Accountant

Reference Number: DVV/CPA/012024

Full-Time from 1st April 2024

Location: Dar es Salaam, Tanzania

DVV International (DVV I) is the Institute for International Cooperation of the Deutscher VolkshochschulVerband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. As the leading professional organization in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. Its vision is to fight poverty through education, lifelong learning and support to development.

For finance and admin operations DVV international is looking for a suitable candidate for the position Country Project Account.

Job Summary:

The Country Project Accountant, under the supervision of the Regional Finance Manager and management of the Regional Director East/ Horn of Africa DVV International, will be handling the day-to-day financial accounts and admin tasks of the organization, including working on project planning and budgeting, preparing financial reports, maintaining the accounts of the organization in accordance with DVV International and donor guidelines, ensuring that the NGO is in compliance with all national fiscal requirements in relation to tax, etc., supporting partners to ensure financial compliance, managing staff payroll processes, and working on annual audit processes.

Responsibilities

Project budgeting and financial reporting:

- Preparing annual budget and monthly/quarterly forecasts.
- Preparation of budgets for project activities and funding proposals
- Management and analysis of financial reports and fund requests submitted by partners.
- Regular monitoring of the balance of funds of the project and secure the liquidity position of the organization.
- Ensure all relevant finance documents are sent to HQ on regular basis.
- Prepare budgets for workshops and other short-term activities as they arise.
- Support the function office for all other related financial matters and Assist the Regional Finance Manager where necessary.

Organizational Accounting (in accordance to the organization's International and donor guidelines):

- Maintaining of all financial project related files.
- Ensure security of items in the store and ensure the inventory list.
- Monthly inputting of all financial transactions to the accounting software.
- Post daily transaction to accounting system, check payment voucher and journal, petty cash payment voucher.

- Prepare payment of monthly staff salaries.
- Manage procurement procedures in line with Tanzanian national procurement regulations.

Annual Audit/Reporting and Compliance:

- Facilitate external audits (preparation, accompanying the work of auditors, timely reporting).
- Support correct administration of funds to third parties/project partners and supporting partners to ensure financial compliance.
- Maintaining close contact with partners of the organization and providing guidance and training on financial procedures and requirements, as necessary.
- Ensuring that the organization is at all times in compliance with the requirements of the Tanzanian Revenue Authority.

Education and Qualifications

- University degree in Business Administration/Accountancy from a reputable university
- Qualification of ACCA or CIMA will be an added advantage.

Requirements

- At least 7 years' experience working in a similar position with INGOs in a development-related field. Project experience of working with Civil Society and governmental partners
- In-depth experience in IPSAS accounting and reporting system.
- Excellent computer literacy, strong working knowledge of Microsoft Office.

- Good knowledge of computerized accounting software.
- Profound knowledge and understanding of Tanzanian bureaucratic, tax and admin related structures and regulations. Characteristics
- Ability to work independently with high responsibility in finishing tasks in time.
- Ability to work in a team and provide support and guidance.
- Ability to work with partners to build capacity in financial literacy and skills.
- Ability to work under pressure and to deadlines.
- Excellent planning, analytical and organizing skills and strategic thinking.
- Open minded, takes initiatives and embraces change.

How to Apply:

Applicants should send their CVs with motivation letter and contact information for three traceable referees to fheinze@dvv-international.co.tz until **9th of March 2024 (closing date for receiving applications)**, indicating position and reference number in the subject field. Only applications sent to this email address will be accepted.

Only shortlisted candidates will be contacted. The written and verbal Interviews will take place in the week from 13th and 15th of March 2024.