



JOB TITLE: Regional Finance Officer

Kasulu, Kigoma

Employment Type: **Full-Time**

Minimum Experience: **Experienced**

We are accepting applications until 5/16/2024.

Who is Water Mission?

Water Mission is a Christian engineering nonprofit that builds safe water solutions for people in developing countries, refugee camps, and disaster areas. Since 2001, Water Mission has served more than 8 million people in 60 countries, sharing safe water and the message of God's love. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world. Read more about our [Statement of Faith](#) and [Our Christian Mission](#).

What is the opportunity?

Under the Finance Manager's supervision, in coordination with a Regional Manager, the Regional Finance Officer oversees the financial management and administration functions in Kasulu, following established standards and procedures. This position will be based in Kasulu. This position requires the ability to lead the team and plan, organize, and coordinate assigned activities related to the office.

As an employee in Water Mission, the Regional Finance Officer is responsible for developing a biblical worldview culture that leads to God-honoring excellence in all work and commits to providing the following: accurate data, developing the skills and mindset needed to acknowledge mistakes or problems as opportunities to find appropriate solutions and work consistently for excellence in solutions that are consistent with Water Mission's mission, vision, values, and standards.

A successful Regional Finance Officer will be responsible for the following:

- Provide leadership, guidance, and mentorship to the finance and administration team, fostering a culture of collaboration, accountability, and continuous learning in a biblical worldview.
- Ensure that processes and controls are in place to ensure the accuracy and integrity of the financial information.
- Manage grants in the region by tracking income and expenditures and providing timely reports.
- Update and post books of accounts in the accounting system, ensuring the production of timely financial reports to management and development partners.
- Provide leadership and training to staff regarding internal controls and provide guidance in understanding, interpreting, and applying established policies and procedures.
- Monitor the activities and budget performance of the various projects and programs, ensuring compliance with appropriate regulations, Water Mission policies and procedures, and accepted financial practice and standards; coordinate remedial action as necessary.
- Manage administrative activities as assigned by the supervisor, which includes fleet management and other logistics.
- Verify that proposed obligations or expenditures for services, facilities supply, and equipment expenses, as well as those pertaining to personnel, are in accordance with the policies and procedures of Water Mission, relevant appropriations, and budget codes.
- Respond to internal and external audit observations and provide the information needed to respond to audit findings.
- Update and maintain the regional asset register and organization's inventory in Inventory Management system.
- Maintain timely accountability of all staff advances, petty cash management, and regular cash counts, all in accordance with Water Mission policies and procedures,
- Identify and communicate potential risks and vulnerabilities in the organization and develop mitigation strategies to minimize disruptions.
- Ensure finance and other relevant documents are properly filled.
- Other duties as assigned by the supervisor.

What is required?

- Alignment with Water Mission’s Statement of Faith and core values of Love, Excellence, and Integrity.
- Fluent in English and Swahili.
- Bachelor's degree in Accounting/Finance, or a related field.
- ACCA / CPA (T), registered with the National Board of Accountants and Auditors (NBAA) is an added advance
- Knowledge of leadership, mentoring, management, analytical, and organizational skills demonstrated by the ability to work independently and within a team, assess priorities, and manage various activities with attention to detail.
- Strong leadership and interpersonal skills, with the ability to effectively communicate, collaborate, and influence stakeholders at all levels.
- Over five years of experience in Financial Management in NGOs.
- Understanding of the principles of adequate documentation and the procedures necessary to ensure audit compliance.
- Skills with MS Office suite (Word, Excel, Outlook, and SharePoint) and software and tools, such as ERP system.
- Personal and growing relationship with Jesus Christ.
- Excellent relationship and conflict resolution skills.
- Ability to work both independently and collaboratively with a team.
- Zero tolerance towards corruption, encompassing all forms of conflicts of interest, bribery, fraud, and any other manifestations of corrupt behavior.

[APPLY HERE](#)