



1. JOB TITLE: FINANCE OFFICER

Workplace : **Kibondo, Kigoma**

Contract Type: **National contract**

Posted: **09 Oct 2024**

Expires: **22 Oct 2024**

Overall purpose of the role:

Under the supervision of the Finance Team Leader, the Finance Officer provides financial and administrative support to DRC and partners as per DRC and donor regulations and procedures within the Country operations in Tanzania and Burundi. The Finance Officer contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The Finance Officer provides support and/or technical guidance to country operations while overseeing country activities.

Responsibilities:

Finance and accounting

- Day to day activities in finance department.
- Creating expenses journals, cash advances, import salaries, in DRC Dynamics on time and ensure are of high quality, supporting documents are complete and are in accordance with DRC financial procedures and regulations before uploading into Dynamics.
- Ensure all expenses are fully approved before posting into Dynamics.
- Ensure compliance with DRC procedures and guidelines.

- Assist in implementation of finance policies, procedures and systems.
- Prepare cash transfer request and send to HQ.
- Update the Finance Team Leader on the cash needs required to run Program Activities.
- Create Invoices in Dynamics.
- Closely monitor all financial activities and keep the Finance Manager informed on all situations which might have the potential negative impact on internal controls of financial performance.
- Ensure that the authorized bank signatory list and bank information forms are regularly updated, and photocopies are kept on files.
- Allocate all prepaid transactions on monthly basis.
- Ensure tax and all other statutory payments are made every month before deadline.
- Ensure payments of incentive workers are made on time.
- Record accounts payable and accounts receivables in Dynamics.
- Allocate Intercompany transactions on monthly basis
- Monitor and reconcile balance accounts on Monthly basis and make sure any outstanding balance has a clear justification.
- Prepare and participate in donor verifications and annual audits.
- Ensure all expenses are posted in Dynamics on time.
- Perform monthly bank/ Cash Reconciliation
- Review procurement payment documents, ensure correct budget codes are used and budget availability
- Follow up on all open vendor balances (Employees and suppliers) and make sure they are settled on weekly basis
- Perform monthly ledger Settlements.
- Prepare and participate in donor verifications and audits.
- Prepare Month End Closure File
- Assist the Finance Team Leader in other areas as required.

Experience and technical competencies:

- Minimum 2 years of relevant work experience
- Experience with carrying out admin tasks
- Good communication skills
- Advanced proficiency in Excel
- Basic proficiency in PowerPoint and Word
- Well-developed organizational and planning skills in order to meet deadlines
- NGO experience
- Advanced English proficiency
- Fluency in Swahili

Education:

- Advance Diploma in Accountancy, BBA or equivalent professional qualification

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Key stakeholders: (internal and external)

Internal

- Finance staff
- Program Managers
- Human Resources
- Procurement and Logistics
- Area Manager Tanzania
- Finance Manager
- HOSS Tanzania/Burundi
- Country Director Tanzania/Burundi

External

- Donors
- Local Auditor company in Tanzania
- Local TAX authorities in Tanzania
- NNB Bank

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2. JOB TITLE: FINANCE COORDINATOR

Workplace: **Kibondo, Kigoma**

Contract Type: **National contract**

Expires: **22 Oct 2024**

Overall purpose of the role:

This is a senior Finance position for an experienced person with the ability to look at the bigger picture while being able to deliver hands-on results. In support of the Finance Manager, the

Area based SMT and the Area Manager support the DRC operations within Tanzania (Kigoma region) with a key focus on the Accountancy including assessing the reliability of the financial control systems as a whole. This position identifies and implements measures needed to ensure that the financial systems are functioning at the desired levels of efficiency, effectiveness, accountability and compliance.

This role has an area office focus and ensures compliance to DRC procedures and guidelines set at HQ and Regional Office levels and within the country, as well as compliance with relevant Tanzania Laws and regulations (NSSF, Taxation, Labour Law). The role contributes to the development of strategies, which are translated into SOPs. The role subsequently ensures compliance with these SOPs. The role provides support and/or technical guidance to country operations

Responsibilities:

- Review and validation of financial records for compliance with DRC's Operations Handbook and donor policies and procedures for all support units (supply chain, HR, finance, and admin).
- Lead the process of submitting Financial Statements on an annual basis, liaising with the audit firm and RO/HQ to ensure
- All information is accurate, complete and in full compliance with Tanzanian rules and regulations.
- Implement recommendations of the tax compliance self-check to ensure full compliance with Tanzanian Law.
- Build capacity of Finance/programmes on compliance issues and audit findings
- Build capacity and understanding of partners to ensure financial compliance and rigour.
- Working with Grant, support the financial vetting of CSO potential partners.
- Serve as the focal point for project specific external audits and follow up on audit recommendations.
- Ensure all required documentation for financial audits in cooperation with Coordination staff and HQ is available.
- Serve as focal point for local partners, review financial report and provide training to partners on budget Preparation, budget management/follow up and financial reporting...
- Support the Finance Manager and Area Manager with development of SOPs and localized policies as needed based on identified gaps in organizational policies or based on local requirement.
- Coordinate and Conduct BFU review meetings with PMs, PCs and TLs every month and follow up on any BFU action points and work on BFU rebooking's.
- Ensure all Finance actions for monthly BFU meetings are addressed on time before the next BFU meetings including rebooking.
- Ensure staff salary forecast on BFU's is completed before BFU meetings and

- Liaise with relevant Managers on key financial issues including spending for all programs in the country, including co-funding, key variances and any remedial action any remedial action.
- Update BI reports reports on monthly basis and share with Project Managers, Team Leaders and Project Coordinators
- Update audit matrix regularly and follow up with Program staff and support staff on implementation of audit recommendation to ensure.
- Maintain continuous overview of salary allocation/coverage and keep management informed of any salary gaps identified in advance/unfunded position implementation is on track.
- Lead finance Kick-off and project close out meetings
- Creates partner monthly expense journal in dynamics on time and ensure release of partner instalment is done according to the instalment plan
- Communicate with partner all financial related findings and recommendations to improve financial systems, performance and compliance with donor
- Prepare monthly cash advance report every month on the 5th and follow up with staff to ensure staff advances are settled within the same month.
- Share financial data with Grants for Quarterly and annual NGO reports
- Work on resource scheduling for all staff, generate timesheets in dynamics and ensure staff salaries are proportionally apportioned to all projects
- Ensure compliance with country's financial obligations such as taxes, statutory returns, annual Financial Statements and NGO report.
- Review payment vouchers and ensure accurate budget codes are used
- Post journals in dynamics
- Perform any other task as assigned by the Finance Manager

Experience and Technical Competencies:

To be successful in this role we expect you to have at least 5 years of experience in a relevant field. Moreover, we also expect the following:

- A Master's Degree or advanced professional qualification in Finance or similar sector.
- At least 3 years' experience working in compliance functions in the finance field at a similar level position.
- If not compliance related experience, at least 5 years working in Finance field (general).
- Experience working for a large INGO, with in depth knowledge of INGO rules, regulations, policies and procedures.
- Experience and expertise in the use of financial system software, preferably a Microsoft ERP system.
- Full professional proficiency in English and Kiswahili is required.
- In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with DRC's vision and values.

Education:

- Master's degree in Economics, Business Administration or International Development
- Certification of CA, ACCA or CPA is mandatory

Languages:

- English (Fluent)
- Kiswahili (Fluent)

Key stakeholders:

- CD, Finance manager, HOSS and AM
- Finance and programme teams
- Support Services Team
- DRC RO and HQ Team
- Government of Tanzania Authorities

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3. JOB TITLE: Supply chain Assistant-Warehouse

Workplace: **Kibondo, Kigoma**

Contract Type: **National contract**

Expires: **21 Oct 2024**

Overall purpose of the role

Day to Day Warehouse Management. To ensure smooth running of supply chain function to meet the program needs in line with the DRC Operations Handbook, donor and government rules and regulations

Geographic scope: Tanzania-Kigoma Region

This role has a focus on Tanzania and ensures compliance to DRC procedures and guidelines within the country.

Main responsibilities:

Warehouse Management

- Ensuring full compliance on warehouse/inventory management
- Receiving, safe keeping and dispatching goods as per DRC warehouse management policy
- Ensuring adherence to safety and security standards across all warehouse premises
- Conducting physical inventory checks, monthly or regular checks as per DRC and Donor's guidelines.
- Manage Warehouse and general storage of warehouse facilities and consignments.
- Provide weekly warehouse stock reports and share with Supply Chain Team Leader - Logistics
- Provide timely information on items that needs to be disposed of, this includes unused or expired commodities (broken, expired etc.)
- Conducting delivery follow up and coordination with other warehouse colleagues on delivery of various goods and services to different locations.
- Making prior communication and arrangement on items that need to be shipped from one location to another
- Follow up on securing camp entrance permits for Nduta and Nyarugusu Refugee camps. This involves coordination with Government Authority, DRC sector leads and other supply chain colleagues for timely camp entrance permits.
- Providing timely incident reports related to warehouse facilities or consignment stored in the warehouse in case of any discrepancies observed.
- Providing information to Supply Chain staff responsible for asset management in case any new asset or equipment is purchased and need to be received, stored or upon dispatching.
- Securing all warehouse documentations in a proper way as per DRC filling SOP

Representation

Build and maintain strong relations with external stakeholder where this relates to Supply Chain. This includes with suppliers, relevant governmental bodies, UNHCR and its logistics partner.

Essential Experience

- At least 3 years' experience in Supply Chain functions in a Humanitarian context
- Knowledge of supply chain management especially logistics
- Knowledge of key donor policies and compliance procedures, like UNHCR, DANIDA etc
- Experience working with DRC Dynamics or a similar ERP system
- Full professional proficiency in English and Kiswahili
- Excellent communication skills – both oral and written

Competency profile

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others

Education:

- Bachelor's degree or Diploma in relevant sector and field experience.
- Certificate in Humanitarian Logistics and Supply Chain Management

Languages:

- Fluency in English
- Fluency in Kiswahili

Key stakeholders:

- SCM, Area Manager and Head of Support Services
- Supply chain staff, Programme Staff
- Donors,
- Suppliers
- Local authorities

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