



The African Initiatives for Relief and Development (AIRD) is a non-political, non-governmental organization that does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, or discrimination. Selected candidates will, therefore, undergo background checks.

AIRD Tanzania Program is seeking qualified national personnel for the position below.

Job Description: Finance & Admin./HR Coordinator – Tanzania Program

Reporting to: Country Program Director

The Finance & Admin./HR Coordinator will be responsible for:

- Ensuring budget(s) are well captured in the accounting system to facilitate timely budget variance analysis (BVA) for financial management.
- Advising all staff on the AIRD HR policies and procedures.
- Preparing and reviewing personnel documentation for approval.
- Ensuring proper management and supervision of premises.
- Supervising (Snr Accountant, Snr HR Officer).

- Preparing monthly financial management reports at the end of every month (BVA & Funds).
- Performing cash counts and evidencing cash count certificates (checks and balances).
- Preparing financial reports and its annexes for the Country Program Director and alerting on any financial risks and future commitments.
- Updating the accounting system (QuickBooks/ERP) in line with subsequent budget revisions and ensuring all financial records are accurately maintained.
- Monitoring salary budget lines and ensuring statutory deductions are correctly computed and paid to the relevant authorities.
- Making all financial records available for the audit process so auditors can express their independent opinion on the status of AIRD.
- Ensuring accounts payable/receivable are up to date and accurate at all times and preparing end-of-month accounts.
- Ensuring prompt liquidation of accounts payable.
- Ensuring correct budget coding and identification of budget managers.
- Facilitating clearance of staff separating from the organization, including exit interviews and final dues.

Qualifications:

- A degree in Finance, Accounting, Business Administration, or a related field.
- Professional qualifications (ACCA, CPA, CEA) are an added advantage.

- Proven experience in financial management and donor(s) reporting.
- Knowledge of relevant laws and Tanzania Revenue Authority rules & regulations.
- Demonstrated ability to multitask and work well under pressure.
- Experience in working with international non-governmental organizations.

To be successful, you will also:

- Have a passion for working in a dynamic non-profit organization.
- Embrace diversity and demonstrate a commitment to collaboration.

How to Apply:

Qualified/Interested persons may send a Cover Letter, CV, and copies of Academic Certificates to:

**Country Programme Director
African Initiatives for Relief and Development (AIRD)
P.O Box 428 Kasulu,
Kigoma Region, Tanzania.**

(with mention: application for the Position of Finance & Admin./HR Coordinator)

Applications can be submitted to our offices allocated area:

AIRD Country Office
Mubondo Area, Kanazi, (Near Mubondo Secondary School)
Kasulu, Kigoma Region.

OR by email address as follows: hr.tz@airdinternational.org

Deadline for Submission: 30th November 2024

Only shortlisted applicants shall be contacted.