



1.0 Background

The CCTTFA is a multilateral agency formed through an Agreement by the seven Governments of the Republic of Burundi, the Democratic Republic of the Congo (DRC), the Republic of Rwanda, the United Republic of Tanzania, Republic of Malawi, Republic of Zambia and the Republic of Uganda. The Central Corridor is the integrated transport multimodal and logistics network that connects CCTTFA Member States to the sea through the port of Dar es Salaam.

CCTTFA works with the member states Governments and other Development Partners to improve the efficiency of the transit corridor for smooth facilitation of transit trade.

The CCTTFA is looking for a prospective applicant to fill a vacant position of Accountant which needs to be filled urgently. The Accountant to be hired is expected to be highly professional and competent and meet the below merits per the TORs.

2.0 Role and Responsibility of Accountant

The overall objective of this role is to ensure that the Central Corridor TTF is properly implementing and complying with the accounting systems and procedures according to the Accounting and financial manual and the CCTTFA Policies and Procedures towards improving the corridor performance.

Key Responsibilities

I. Financial Planning and Budgeting

- Develop, monitor, and update project budgets in accordance with CCTTFA regulations and guidelines.
- Collaborate with DFA and Heads of Departments to ensure accurate budget allocation and utilization.
- Conduct quarterly financial forecasting and variance analysis to ensure budget adherence.

II. Financial Reporting

- Prepare accurate monthly financial reports for submission to the Director of Finance and Administration
- Ensure compliance with CCTTFA reporting requirements and standards.
- Maintain financial records and documentation for audit and compliance purposes
- Assist the Head of Finance and Administration in the day-to-day duties of the Finance Department.

- Processing of all payments (Bank and Cash) as per guidance given and ensuring relevant documents fully support all payments.
- Daily Updating the books of Accounts as maintained in the Accounting Package and other memoranda records.
- Preparations of monthly Bank reconciliation statements.
- Follow up with the Bank on any issues requiring such follow-up
- Ensure all statutory deductions such as pay as you earn taxes are remitted to the relevant authorities within the statutory periods.
- Prepare Monthly Financial and other reports as may be required from time to time by the Director of Finance and or Executive Secretary.
- Ensure proper filing and safe custody of all financial documents.
- Ensure compliance with all Financial Rules and Regulations.

III. Compliance and Risk Management

- Ensure compliance with CCTTFA, Financial, and procurement guidelines.
- Identify and mitigate financial risks and implement controls to prevent fraud and irregularities.
- Support internal and external audits by providing necessary documentation and information.

IV. Any other tasks as may be assigned by the Director of Finance and Administration from time to time.

3.0 Reporting/Coordination

The Accountant – shall be reporting to the Director of Finance and Administration of CCTTFA or any other designated official within CCTTFA.

4.0 Skills and Experience:

In performing his/her duties the Accountant, will always be required to demonstrate the following skills:

- i. Good interpersonal, intercultural, and organizational skills.
- ii. Excellent communication and writing skills.
- iii. At least 5 years of extensive experience in financial accounting, banking
- iv. At least 4 years of experience working in a Regional or International Organization will be an added advantage.
- v. Appropriate Computer skills are necessary;
- vi. Information technology skills especially Microsoft Office (word, excel, access), or any other accounting packages; Knowledge of ODOO, SAGE, or QUICKBOOK are desirable.
- vii. Demonstrate skills in the procurement process.
- viii. Donors funding procedures;
- ix. Experience in working with INGO is an added advantage.

5.0 Minimum Qualifications:

- i. Bachelor's degree in finance/accounting/ from a recognized university with 5 years of working experience in Accounts.

6.0 Language Proficiency

- i. Proficiency in English is a must.
- ii. Knowledge of French will be an added advantage.

7.0 Length of Contract:

The duration of the contract is 5 years (five years) renewable subject to performance and or availability of funds.

8.0 Notice for Applicants:

- i. Closing Date: Friday 15th Nov 2024 – Midnight
- ii. Submission Method: We only accept email submissions.

Please send your updated CV to: procurement@centralcorridor-ttfa.org

Note: Only shortlisted Applicants will be contacted for further stage of the Interview