



JOB TITLE: Financial Assistant

Tanzania Req #121

Thursday, November 7, 2024

Job Summary: The Finance Assistant is responsible to ensure all work is completed to a high degree of excellence and according to all standards and requirements of Water Mission Tanzania. Employees are required to share the news of the Living Water, gospel through their words and actions.

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

General Duties

Mission Driven

- Maintain a strong Christian witness and model servant leadership to colleagues, partners, the communities we serve, and the public.
- Engage and participate in prayer before and after team meetings.
- Lead and participate in biblically based staff devotions.

Key Responsibilities

- Ensure that processes and controls are in place to ensure the accuracy and integrity of any office information.

- Ensure adequate documentation before issuance of payment to both staff and vendors.
- Assist in preparing the information required for internal and external audits.
- Systematically file financial documents.
- Assist in the preparation of financial reports in accordance with relevant accounting standards.
- Reconcile accounts payable.
- Reconcile staff cash advances, cash floats to ensure proper accountability of funds.
- Remit withholding payments to Tanzania revenue Authority on time.
- Update and maintain the asset register and organization inventory in NetSuite.
- Analyse bank statements, reconciling them with general ledger entries, and preparing bank reconciliations.
- Petty Cash management and preparing weekly petty Cash certificates after Cash Count.
- Review expenses submitted by employees from travel advances and accurately recoding in accounting.
- Post all approved transactions in the accounting system in a timely manner and fill them out appropriately.
- Support region offices with all accounting relating matters. .
- Review incoming payments from accounts receivables and outgoing payments from accounts payable.
- Assist the Finance Manager in preparation for Monthly/Yearly closure process.

Other tasks as may be assigned.

Qualifications, Skills, and Experience

Relationship and Alignment:

- Personal and growing relationship with Jesus Christ.
- Alignment with Water Mission's Statement of Faith and core values of Love, Excellence, and Integrity.

Education Qualification and Experience

- University degree in Accounting or Finance is required.
- Good knowledge of Accounting and Financial management areas with good technical knowledge of International (GAAP, IPSAS) and local financial reporting standards and compliances.
- At least one year of experience in financial management.
- Advanced skills with MS Office suite (Word, Excel, Outlook, and SharePoint) and familiarity with financial and accounting information systems

Skills and Abilities

- Impeccable level of integrity in handling funds in an accountable and transparent manner.
- Excellent written and verbal communication skills, including articulating ideas and feedback constructively
- Understanding the principles of adequate documentation and audit and the procedures necessary to ensure audit compliance

- Excellent analytical skills
- Ability to work both independently and collaboratively with a team.
- Commitment to ending the global water crisis.
- Authorization to work in Tanzania without sponsorship

Other details

- Pay Type Salary
- Job Start Date Monday, December 2, 2024

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