



HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION (HIMSO)

Post Title	Finance & Administrative Assistant
Location	HIMSO Head Office – Mbeya, Tanzania
Reports to	Finance & Administrative Officer
Travels	Regular travels to the field
Type of contract	Full time position (annually renewable – subject to performance and funds availability)
Date of commencement	Tuesday, 14 th January 2025
Application deadline	Tuesday, 24 th December 2024
Context	The Health & Insurance Management Services Organization (HIMSO) is a Tanzanian NGO specialized in providing technical support for the development and promotion of community-based health insurance has an immediate vacancy for Tanzanian based Finance & Administrative Assistant.
Skills and Qualifications	<p>Essential:</p> <ol style="list-style-type: none"> i. A minimum of a Bachelor’s Degree in Finance, Accounting or any other related field ii. Minimum 2 years of progressively responsible experience in finance and administration, especially working with multi-donor fundings iii. Proficient in using computers (MS Excel and Word) and excellent use of accounting software (especially QuickBooks) iv. Excellent report writing skills v. Excellent English and Kiswahili communication skills vi. Experience in working with community interventions vii. Good interpersonal skills (communication, team working, discretion and impartiality) viii. High level of good organizational and administrative skills with an ability to work well under pressure
Mission of the Finance & Administration Unit	To streamline financial and administrative processes, ensuring efficient office administration and the generation of reliable, transparent, and timely financial and administrative information to empower HIMSO and its key stakeholders to effectively manage resources and make informed decisions.
Major Duties & Responsibilities	Under the supervision of the Finance & Administrative Officer (FAO), the main duties of the Finance & Administrative Assistant will be as follows:



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- i. Assist the FAO, in finance and administration matters to ensure an effective management of the financial resources according to the HIMSO procedures.
- ii. Ensure the compliance of administration, finance and policies and procedures
- iii. Ensure payables are managed smoothly and efficiently in accordance with HIMSO procedures and with accuracy and completeness.
- iv. Ensures that all payments are done in a timely manner,
- v. Ensure that transactions are processed daily in the system and that they are accurate and complete.

Financial management and accounting

- i. To enter daily transactions (data) in QuickBooks.
- ii. Prepare adequate, accurate, appropriate and up-to-date accounting records and books of accounts in accordance with Chart of Accounts.
- iii. Prepare payment vouchers (PVs) and ensure that are supported with respectively documents.
- iv. Support the maintenance of internal control procedures and ensure that accounting standards are met; ensuring all the transactions are completely approved by all approval levels; ensuring that internal risks are mitigated; verifying and properly analyzing supporting documents of all payments; ensuring timely payment requests are sent to FAO for review and to the Executive Director for approval.
- v. Prepare financial reports of the Organization for approval by FAO
- vi. To prepare and update all payroll documentations for payment
- vii. Prepare the monthly bank reconciliation statements and make them approved by the Executive Director
- viii. Prepare files for uploading into office internet banking system
- ix. Provide support role in audits (internal and external) including preparation of documents for internal, external and donor audits)
- x. Assist in providing management responses to audit reports and timely implements the audit recommendations.

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	<ul style="list-style-type: none"> xi. Assist FAO in conducting field office (CHuA) audits when necessary xii. Support with Purchase Orders and processing the related payments for procurement of good and services as per HIMSO policies <p>Administration management</p> <ul style="list-style-type: none"> i. Responsible for the maintenance of all office equipment ii. Responsible for updating inventory and asset management iii. Maintaining an organized and comfortable office environment and ordering office supplies. iv. Administration of medical insurance for all HIMSO staff v. Coordinate and organize field staff travels by preparing travel authorization and make travel arrangements vi. Support organizing staff workshop with the guidance of the Monitoring, Evaluation and Learning Officer.
<p>Mode of Application</p>	<p>HIMSO is an equal opportunity employer, and the position is open to all. Qualified candidates should submit a CV, and cover letter explaining how the experience detailed in the CV will contribute to the requirements of the position. The applicant should also provide valid and reachable references. The CV, cover letter (addressed to the Executive Director, P. O. Box 2827, Mbeya), and list of 3 references should be sent to info@himso.or.tz on or before Tuesday, 24th December 2024. Unfortunately, due to the large volume of applications we receive, we will not be able to respond to each individual candidate, but only the shortlisted ones.</p>