

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established in 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania (GNTZ) has registered a sister Company - Microfinance Institution which aims to transform existing revolving funds operated in GN Partnership Countries into official Micro Financing Institutions, to ensure affordable financial services for the underserved and seeks to promote inclusive social economy.

Good Neighbors Tanzania is looking for a motivated, experienced Office Assistant to join our newly established microfinance Institution on the following roles;

Position: Office Assistant

Reports to: Loan Officer

Location: Head Office, Dar es Salaam

Contract Duration: 10 Months (Contract extension is subject to performance and/or mutual agreement).

Under the overall authority of the Chief Executive Officer of Good Fund Microfinance Limited (GFMLTD), The Office Assistant is expected to Maintain the cleanliness and supporting the administrative functions of the Good Fund Microfinance Limited (GFMLTD). The position involves ensuring the Office is clean internally and managing repairs and service for Office building and GFMLTD Assets. The Office Attendant will also liaise with the Loan Officer to ensure the proper implementation of Administration in alignment with GFMLTD policies and procedures

Duties and Responsibilities

- Perform photocopying and binding of office documents as needed
- Perform Printing and ensuring the filling of all documents in the file
- Serve as backup to the receptionist by answering questions, forwarding messages, confirming customer orders, and keeping customers informed of order status
- Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents etc.)
- Notify management of deficiencies or repair needs, and make adjustments and minor repairs.
- Coordinate and prepare for meetings and special events, including reserving conference rooms and arranging for refreshments and necessary equipment.
- Maintain cleanliness and order within office premises.
- Ensure the office, reception area, and boardrooms are neat and orderly.
- Support staff by moving documents around the office.

- Prepare tea and arrange lunch for staff.
- Maintain kitchen inventory, including initiating purchase requests for kitchen, cleaning, and toiletry supplies.
- Perform any other duties as assigned by the supervisor.
- Organize filing system and record keeping for important and confidential company documents.
- Drafts administration forms and other related documents.
- Maintain company calendar, schedule meeting and events.
- Design and develop promotional materials.

Qualification, experiences and competencies

- Ordinary Level Certificate of Education (O Level Certificate)
- Secretarial course is added advantage
- Excellent interpersonal skills
- Job-related experience and knowledge
- Interpersonal – Relates and works very well with people from different cultures with diverse groups of people in multicultural, team-oriented environments and backgrounds.

Application Instructions:

- All interested candidates who meet the above requirements, please [Click here](#) to apply for the position on or before **21th February 2025**.
- When applying, please attach a detailed curriculum vitae containing complete names and addresses (postal, email, phone), and names and contact details of three referees (one should be current or previous employer).
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review the GN Safeguarding Policy.

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Good Neighbors Tanzania is looking for a motivated, experienced Accounts and Operation Officer to join our newly established microfinance Institution on the following roles;

Position: Accounts and Operation Officer

Reports to: Chief Executive Officer

Location: Head Office, Dar es Salaam

Contract Duration: 10 Months (Contract extension is subject to performance or/and mutual agreement).

Under the overall authority of the Chief Executive Officer (CEO) of Good Fund Microfinance Limited (GFMLTD), The Accounts and Operation Officer is expected to manage financial transactions, support loan activities, preparing reports, ensuring compliance with tax regulations, and supporting the overall financial management of the company. This is a great opportunity for an individual with strong analytical skills and a passion for maintaining accurate financial records. The job holder will work closely with Chief Executive Officer and Credit Manager.

Duties and Responsibilities

- Prepare, examine, and analyze financial statements, reports, and records.
- Check and prepare daily transactions bill before payment and adjustments
- To orient clients to the particular loan products and services.
- Posting all the transactions to the accounting system
- Check the daily temporary advance register.
- Check the physical cash count with cash denomination on a daily basis
- Check the WHT or VAT on applicable items.
- Check the online and Cash transfer to GFML bank accounts
- Check and reconcile the M-PESA transactions
- Coordinate and assist with audits and tax filings
- Prepare payroll and ensure timely payment of salaries
- Assist with budgeting, forecasting, and financial planning
- Provide financial analysis and insights to support management decision-making.

- Check all journals with general ledgers and trial balance of Manager system
- Prepare monthly reporting pack as per trial balance and general ledgers.
- Prepare bank reconciliation of each bank account and fund reconciliation from Bank to M-PESA disbursement account
- Calculate the city service levy and prepare Return of the Institution
- Prepare Debit Voucher Credit voucher and Journal Voucher in the Accounting system.
- Prepare the monthly reporting pack on 8th day of the following month
- Prepare the PAYE &SDL, WCF and NSSF report on a monthly basis and submit to respective authority within timeline.
- Prepare the fixed assets Register and Fixed assets Schedule monthly basis.
- Check the chart of accounts for new GL code opening and check the link of the reporting pack
- To provide and fill up the funder's requirements.
- To provide all info and documents to TRA or Tax consultant.
- Prepare the Rent Schedule.
- Make a Non-disclosure Agreement at work
- Support loan and administration tasks including;
 - To conduct members recruitment and screening
 - To register loan beneficiaries to the GN web loan management and local GFML loan system
 - To manage loan disbursements and monitor & collect loan repayments
 - To orient clients to the particular loan products and services
 - Marketing skills, should be capable of going out door, to do marketing and bring in customer in the office
 - Collect instalments from the clients in groups on regular basis and on time.
 - Prepare weekly and monthly report
 - Prepare weekly cash requisitions for loan disbursement and other expenditure
 - To process loan applications, verify client's income generating activities (IGA) and other related
 - Organize filing system and record keeping for important and confidential organization documents
 - Loan recovery and follow up is a process that loan officer must adhere to at times it requires the engagement of an agent or court broker.
 - Maintain organization calendar, schedule meetings and events
 - Drafts administration forms and other related documents.
 - Support administrative tasks regarding meetings related to the project
 - Design and develop promotional materials

Qualification, experiences and competencies

- Minimum bachelor's degree in Accounting, Finance, or related subjects.

- Minimum 3 years of professional experience in Finance or Accounting roles is a MUST.
- Experience on Loan Management is added advantage
- Preferably experience in working with NGOs/Financial Institutions/Banks/Consultancy firms.
- Proficient in the use of MS Office and financial management software (e.g., SAP).
- Excellent interpersonal skills
- Experience in financial reporting requirements.
- Strong collaboration, communication and interpersonal skills.
- Exceptional time, task, and resource management skills.
- Strong problem solving, critical thinking, verbal and written communication skills.
- Computer proficiency in MS Word, Excel, Power point.

Other Competencies/Attributes:

- Ability to present complex accounting information in an easy-to-understand format.
- Excellent arithmetic and mathematical skills.
- Ability to multi-task, flexibility, adaptability to transitions.
- Good motivational organizational skills.
- Perform other duties as may be required.
- Teamwork and working with Other.

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