



Job Description

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Job Title Finance and Administration Specialist	Job Location Dar es Salaam	Category Finance
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 5 Years
Secondary Industry -	Primary Category Finance: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

GIZ Tanzania is looking to recruit a **Finance and Administration Specialist** (“the Specialist”) to support the “Mitigation of Human Wildlife Conflict (HWC) in Tanzania” project.

The HWC project aims to improve the management of Human Wildlife Conflict by key actors in Tanzania. Together with other projects in the area of Biodiversity, Climate and Water, this project is being supported by a finance and administration pool. The specialist will form part of this finance and administration team.

The Specialist will report to and be supervised by the Senior Finance Manager of the Finance and Administration pool of the Biodiversity, Climate and Water projects.

Responsibilities

- General office administration according to GIZ internal regulations.
- Up-to-date bookkeeping and monitoring of expenses.
- Implementation and monitoring of an overall smooth and correct functioning of the complete accounting system of the project in line with GIZ procedures and principles.
- Financial planning, monitoring, and accounting.
- Monitor daily office operations and expenditures.
- Prepares and organizes internal team meetings and attends external meetings whenever necessary.
- Manages Project procurement, and logistic and provide support to staff.
- Carries out tasks according to GIZ regulations.
- Secures a smooth workflow providing all necessary work materials to team members.
- Effective coordination with colleagues at the country office, partner office and relevant officers in HQ.
- Ensures that the provided accounting services meet reporting deadlines.
- Effectively manages SAP for financial monitoring.
- Ensures the quality and appropriate filing of outgoing formal communication.
- Overseeing contracts incl. local Subsidies (LS), grant agreements (GA) and Finance Agreements (FA).
- Follow-up contract/procurement status with the GIZ Country Office and headquarters.
- Deputize the finance and admin colleagues attending other projects

The Specialist performs the following tasks:

Financial Services

- Carries out tasks according to GIZ regulations.
- Prepares financial reports regularly and upon request.
- Assists with creditor and debtor administration, including local subsidies and agreements with national appraisers.
- Prepares transfers and/or other bank documents and checks these before execution.
- Make fund request on time.
- Ensure every transaction is recorded into the system on daily bases.
- Conduct surprise cash count, manage monthly cash count, and get approval from the supervisor.
- Makes monthly payments and foreign currency transactions and optimizes these.
- Is responsible for administrative aspects of financial management, e.g., bank withdrawals, direct debit orders.
- Checks unexpected entries in the cash book.
- Monitors income, expenditure and the monthly bank reconciliation.
- Manages the processing of letters of credit.
- Monitors real accounts (payables, receivables) and reports regularly to the officer responsible for the contract and cooperation and the accounting manager.
- Ensure the smooth functioning of the accounting system in line with the GIZ standard procedures.
- Compile and submit complete financial documents to GIZ Country Office under the guidance and supervision of the Project Coordinator.
- Verifies the correctness of vouchers, including supporting documents for payments and internal transaction vouchers.
- Compile VAT documents and prepare claim summaries for GIZ Country Office and follow up on the reimbursement.
- Ensure that all payment vouchers, invoices, and receipts are validated and approved before forwarding them for payment and booking.
- Supervise the cashier/officers in daily checking of payments against the cash/bank book entries.
- Ensure timely payment of utility bills and withholding tax payments by checking the correctness.
- Ensure that financial files are labeled and filed according to GIZ's regulations.
- Manages audits and internal controls.

Administrative tasks

- Provides required documents for an auditor whenever internal or external controls are conducted and assists in follow-up of auditor's findings.
- Check bank reconciliations monthly and cash account reconciliations between WINPACCS, SAP cash book, and actual physical cash count balances.
- Monitors the daily cash flow records of the program office and the regional office, the level of liquidity, and bank balances.
- Arrange and follow up bank transfers made to partners and stakeholders by following their project budgets and cash flow.
- Follow up on settling advances on financial arrangements (financing agreements, local subsidies, grant agreements) and consultancy agreements.
- Facilitation of workshop expenses, flight ticket booking, transport arrangements etc.
- Corresponds with the partner regional offices for timely submission of financial documents.
- Deputize the finance and admin colleagues from other projects at the project's office in case of leave.
- Report irregularities observed, if any, to the superior.
- Perform any other duties as required.
- Efficiently communicate and coordinates with financial, procurement and admin officers in GIZ HQ as well as the Country Office for preparation of travel.
- Prepares quarterly/annual analyses of expenditure compared to the total project budget (budget monitoring).
- Prepares financial contributions.
- Assists with the transfer of funds to partners.

General Services

- Guides and leads support staff and conduct yearly performance assessments and career development dialogues.
- Maneuver effectively within the GIZ intranet and upload all relevant project documents within DMS.
- Supports new project staff in getting familiar with the project, and logistic arrangements and organizes all onboarding events.
- Ensures that all equipment is maintained and documented properly.
- Monitor and support the drivers in ensuring compliance with established policies and procedures of GIZ in the allocation and proper use of the transport fleet.
- Ensure that the office equipment is managed and maintained as needed to provide the required services

Other duties/additional tasks

- Photocopies and scans documents as needed.
- Reports without delay to the superior on all problems in financial administration and compliance.
- File administration and finance documents and keep the information confidential.
- Performs other duties and tasks at the request of management.

Education & Qualifications

- University degree in the relevant field of specialization and qualification in accounting or business administration (Equivalent of BA).

Requirements

- At least 5 years' professional experience in a comparable position.
- Experience within GIZ is of advantage.
- Fluent command of the English and Swahili languages.
- Computer literacy (MS package and internet-based research)
- Ability to cope with stress and to organize/prioritize workload under tight deadlines.
- Disciplined and punctual.
- Resilient and patient.
- Available for in-country duty travel to project sites.
- Experience with international organizations, government entities, and NGOs are highly appreciated.

Characteristics

- Good working knowledge of ICT (related software, phone, fax, email, the internet) and computer applications (e.g., MS Office);
- In-depth understanding of financial planning and accounting.
- Experience in management and administration.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Driving Licence

Not Required

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