



Job Description

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Job Title Finance Manager	Job Location Arusha	Category -
Job Type Full Time	Job level Manager	Industry Association & Societies
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Association & Societies: 8 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Finance Officer will assume a supportive but critical role within the Finance Team, ensuring the smooth functioning of organisation's financial operations. The role assists in managing financial accounting, grants administration, policies, and procedures while also handling external accounts and donor relationships. Success in this position requires collaboration across departments, proficiency in financial systems, and the ability to translate technical financial concepts into practical guidance for non-finance staff.

Responsibilities

Strategic Financial Leadership & Management

- Develop, implement, and monitor the organization's financial strategy, policies, and internal controls to safeguard assets and ensure financial sustainability.
- Lead the annual organizational budgeting and quarterly reforecasting processes in collaboration with programme and department heads, presenting financial plans to senior management and the Board.
- Conduct high-level financial analysis, modeling, and scenario planning to inform strategic decision-making, assess new initiatives, and identify opportunities for efficiency and cost-effectiveness.
- Oversee the preparation of timely and accurate monthly, quarterly, and annual financial statements and management reports for the CEO, SMT, and Board.
- Serve as the primary finance business partner to the Directors and other department heads, providing strategic financial insights to guide programme design and operational planning.

Grant Portfolio Management & Donor Compliance

- Provide overarching strategic oversight for the entire grants portfolio, ensuring systems are in place for tracking all donor commitments, restrictions, and reporting deadlines.
- Establish and enforce standardized procedures for grant financial management, from proposal budgeting through to final reporting and audit.
- Review and authorize all donor financial reports, ensuring accuracy, completeness, and full compliance with grant agreements before submission.
- Act as the principal finance liaison for donor negotiations and audits, managing complex compliance issues and representing the organization's financial stewardship.
- Analyze grant performance and portfolio health, advising leadership on burn rates, co-financing requirements, and funding gaps

Team Leadership, Systems & Capacity Building

- Lead, mentor, and develop the finance team, setting clear objectives, managing performance, and fostering a culture of continuous improvement.
- Evaluate, implement, and optimize financial systems (accounting software, digital payments, reporting tools) to enhance efficiency, accuracy, and user experience.
- Design and lead organization-wide capacity-building initiatives on financial management, compliance, and resource stewardship for non-finance staff and partners.
- Oversee the development and maintenance of all finance manuals, guidelines, and user-friendly tools for budget holders.

Financial Operations, Risk & Audit

- Assume ultimate responsibility for the accuracy and timeliness of all accounting operations: payables, receivables, payroll, reconciliations, and the general ledger.
- Develop and manage the organization's risk management framework related to finance, including fraud prevention, currency exposure, and liquidity risk.
- Lead all internal and external audit processes, ensuring a clean audit opinion and the effective implementation of audit recommendations.
- Manage relationships with key external stakeholders: banks, auditors, tax authorities, insurance brokers, and financial service providers.

Governance, Reporting & Strategic Contribution

- Preparing papers and reporting on financial performance, risk, and controls to the board upon the request of the CEO.
- Ensure full compliance with all statutory, legal, and regulatory filing requirements.
- Contribute as a key member of the Senior Management Team (SMT), providing financial perspective on all strategic and operational matters.
- Drive initiatives to improve financial transparency, accountability, and value-for-money across the organization.

Other duties assigned

- The Finance Manager may be required to support other organisational initiatives, including special projects or process improvements, at the request of the immediate supervisor

Education & Qualifications

- Bachelor's degree in Finance, Accounting, or related field; A Master's degree in Finance, Accounting, Business Administration (MBA), or a related field
- Professional qualifications (CPA/ACCA or equivalent) preferred

Requirements

- Minimum of 8-10 years of progressive experience in financial management, with at least 5 years in a senior finance role within an international NGO or donor-funded environment.
- Proven expertise in managing large, complex grants from institutional donors (e.g., EU, USAID, UN, foundations) with multi-currency transactions.
- Demonstrated experience in leading audits, developing budgets >USD 3M, and presenting financial reports to a Board.
- Proven knowledge of financial software and advanced proficiency in spreadsheets.
- Experience in donor reporting, compliance, and external audits.
- Ability to train and support non-finance staff in financial procedures.
- Familiarity with donor-funded projects and Pan-African institutional contexts is desirable.

Characteristics

- Fluency in English and preferably another working language of the African Union
- Proficient in MS Office suite, strong Excel skills
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners and project staff;
- Strong analytical and problem-solving skills.
- High levels of accuracy and attention to detail.
- Ability to work collaboratively across department
- Excellent interpersonal skills and ability to work with a multi-cultural/national team;
- Willingness to travel.

Reporting To

Director of Finance and Administration

Driving Licence

Not Required

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