



# Job Description

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<b>Job Title</b> Head Finance and Accounting	<b>Job Location</b> Dar es Salaam	<b>Category</b> Accounting & Bookkeeping
<b>Job Type</b> Full Time	<b>Job level</b> Head of Department	<b>Industry</b> Non-profits (NGO)
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Accounting & Bookkeeping: 5 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## 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.

The GIZ Country Office is currently looking to fill the position of Head of Accounting.

**Duty station:** Dar es Salaam

**Fixed term contract Job location:** Band 5

## Responsibilities

### Responsibilities

- efficiently dealing with queries about issues in his/her section
- performing tasks in compliance with GIZ's Orientation and Rules (O+R)
- correctly providing services within the team in accordance with GIZ's requirements

### Tasks

#### Dialogue with administrative manager

- advises his/her superior (administrative manager) on questions relating to the thematic area and on issues that are relevant to different groups

#### Management responsibility

- responsible for the business areas, orders and measures assigned within the section and for managing all staff who report to him/her (management responsibility for staff in bands 1-3 and/or 1 staff member in band 4)
- manages staff in accordance with management principles and guidelines to promote a sense of corporate identity, enable employees to carry out tasks independently and create scope for creativity and innovation.
- responsible for recruiting, selecting, grading, planning the assignment of and professional development of staff members who report to him/her.
- responsible for monitoring, managing staff and ensuring that they provide cost-effective
- carries out the annual staff assessment and development talk for staff members who report to him/her.

#### Content-related tasks

- ensures internal and external networking between different groups and thinks and acts outside the boundaries of the

immediate team

- designs group and working procedures in line with objectives, requirements, and the client's needs
- further develops themes and instruments in his/her working area and incorporates these into the overall context
- makes available expertise in the context of knowledge management and also advises external parties on issues from the manager's area of responsibility
- networks with other units and takes into account management goals and requirements in providing services
- formulates solutions for complex issues and fundamental issues relating to the section

### **Financial services**

- 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

### **Internal Control**

- checks the vouchers and receipts submitted by the projects/programmes for completeness and allocation to cost units and categories and corrects these where necessary
- advises on financial aspects of projects
- carries out internal controls in accordance with GIZ's internal controlling manual

### **General services for GIZ-assisted projects/programmes**

- prepares monthly and annual budgets and monitors deviations
- carries out accounting tasks using WINPACCS accounting software and prepares monthly end-of- period accounts and bank reconciliation vouchers
- submits the end-of-month accounts from the project accounting, cash books and account balance vouchers (through or from WINPACCS) to the officer responsible for the contract and cooperation and forwards them to GIZ Head Office
- routinely monitors costs using GIZ AMS software in accordance with project requirements
- prepares quarterly/annually analyses of expenditure compared to total project budget (budget monitoring)
- prepares financial contributions
- assists with the transfer of funds to projects.

### **Other duties/additional tasks**

- reports all problems with financial administration and compliance without delay
- responsible for filing in accordance with GIZ rules
- performs other duties and tasks at the request of management

### **Education & Qualifications**

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- MSc/MBA/master's degree in accounting or similar field
- CPA holder is preferred
- At least 5 years' professional experience in a comparable position with management experience

### **Characteristics**

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- finely tuned organisational skills and ability to work on one's own initiative at the conventional level
- very good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- very good knowledge of the European language widely used in the country, ideally a knowledge of German
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

### **Driving Licence**

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Not Required

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