



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title

Regional Financial and Administrative Officer - Arusha

Job Location

Arusha

Category

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Job Type

Full Time

Job level

Manager

Industry

Non-profits (NGO)

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Non-profits (NGO): 10 Years

Secondary Industry

-

Primary Category

-

Secondary Category

-

Certificate

-

Qualification

-

Summary

The Danish Trade Union Development Agency (DTDA) supports workers' rights and social dialogue through 4 regional hubs. This position is based in Arusha, Tanzania. Representing the Danish trade union movement, the Arusha office strengthens labour organisations across East and Southern Africa to promote sustainable development and decent working conditions.

Role Context

The Regional Financial and Administrative Officer is employed by the Danish Trade Union Development Agency (DTDA). This role reports to the Head of the DTDA office for East Africa, based in Arusha, Tanzania. It is responsible for coordinating the daily implementation of the under-mentioned tasks and, if applicable, other relevant financial and administrative personnel within the office. A finance assistant and an admin assistant will support the role.

The Regional Financial and Administrative Officer will provide advisory services to around 15 DTDA partner organisations in East and Southern Africa. Advisory services can range from financial reviews and financial assistance to programme implementation assistance and more specific professional Advisory services, aimed at strengthening partners' capacities and the smooth implementation of programmes. The role will also be responsible for disbursing funds and reviewing financial reports from partner organisations.

The Regional Financial and Administrative Officer will ensure organisational compliance with Tanzanian NGO regulations, including managing TRA portal filings (PAYE, SDL, etc.), NSSF, WCF and administrative reporting to the Registrar of NGOs. The position is also responsible for preparing annual financial statements and coordinating annual external audits to ensure transparency and audit readiness for both DTDA and Tanzanian authorities.

Responsibilities

- Maintenance of accounts and financial records for the office in accordance with generally accepted accounting standards and the financial guidelines of the DTDA and cooperating partners.
- Elaborate monthly, quarterly, and annual financial reports, balances, and reconciliations.
- Assist in adequate and timely submission of quarterly, annual and final financial reports by the partner organisations to the DTDA HQ.
- Prepare monthly trial balances and monthly Bank Reconciliation statements.
- Prepare final and/or annual accounts and assist the external auditor with the preparation of financial statements for funding organisation(s).
- Follow budget consumptions of the DTDA office in Arusha and of programmes and partner organisations.
- Keep the Head of Office up to date on financial and administrative issues.
- Help Programme Officers with budgets and implementation plans.

- Aid partner organisations in finance administration, reporting, programme implementation and/or strengthening the partner organisation's capacities.
- Travel to the programme countries and Denmark as necessary.
- Assist the external auditors and coordinate the audit of partner organisations.
- Prepare and pay staff salaries, taxes, social security fees, etc. and advice on local law regarding this.
- Maintain an inventory list for the office.
- Assist with the organisation of meetings, evaluations, etc.
- Conduct financial monitoring of partner organisations and follow up on findings.
- Review staff travels expenses and reports.
- Ensure that financial transactions (in multiple currencies) are regularly classified, recorded and summarised properly in the Business Central System.
- Ensure compliance with Procurement, Donor requirements and procedures.
- Ensure financial compliance with Tanzanian authorities.
- Perform any other duties as may be assigned by the Head of Office.

Education & Qualifications

- 10 years of experience
- Bachelor's/Master's in Accounting, Finance, or related field.
- Diploma in IPSAS - National Board of Accountants and Auditors (NBAA) is an added advantage but not a must
- Certified Public Accountant, Tanzania (CPA, (T) is an added advantage but not a must

Requirements

- Proficient with computer applications, including but not limited to Microsoft Excel, Word, Outlook, accounting software, etc.
- Experience in managing donor-funded projects, with government or EU funding experience considered an advantage.
- Fluency in English and Swahili.

Driving Licence

Not Required

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