



# Job Description

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<b>Job Title</b> Senior Coordinator: Finance	<b>Job Location</b> Dar es Salaam	<b>Category</b> Business Consultant, Business Consultant
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Business Services / Consultancy, Business Services / Consultancy

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> Degree	

## Summary

We are seeking an experienced and detail-oriented **Senior Coordinator: Finance** to join our team. In this role, you will support the finance function by managing financial operations, analyzing data, preparing budgets, and ensuring the financial health of the organization. You will collaborate with other departments to streamline financial processes and provide strategic financial guidance to ensure smooth operations.

## Responsibilities

### Financial Project Management (30%)

- Lead and manage financial projects from initiation to completion, ensuring that financial processes align with organizational goals.
- Collaborate with other departments on budgeting and forecasting to ensure alignment with organizational financial objectives.
- Develop detailed project plans, set milestones, and track financial project progress to ensure timely and on-budget delivery.
- Lead the preparation of financial documentation for strategic initiatives such as investments, acquisitions, or cost-saving programs.
- Manage financial risk assessment and mitigation strategies for ongoing and future projects.
- Support the implementation of new financial systems and tools, ensuring smooth adoption across the team.

### Financial Data Management (Accounts Payable & Receivable) (30%)

- Maintain oversight of the financial records, ensuring accurate document transactional data, invoices, and receipts.
- Lead the reconciliation of accounts and ensure prompt resolution of any discrepancies, ensuring financial records are accurate and up to date.
- Oversee accounts payable processes, ensuring accuracy and timeliness of payments to suppliers, service providers, and vendors.
- Ensure that the accounts receivable process runs smoothly, including invoicing, payment tracking, and addressing outstanding balances.
- Identify and resolve any payment-related issues, working closely with internal teams and external stakeholders to facilitate smooth cash flow.
- Develop and improve financial record-keeping processes, ensuring efficient access to financial data for reporting and audits.

### Financial Reporting and Analysis (25%)

- Prepare and analyze financial reports, including balance sheets, income statements, cash flow analyses, and variance

reports, delivering insights for decision-making.

- Lead financial analysis to identify trends, risks, and opportunities, providing strategic insights to the Finance Manager and senior leadership.
- Supervise the development of financial forecasts and models, ensuring that all inputs from coordinators and departments are accurately reflected.
- Provide insights into financial performance, comparing actual results to forecasts, and explaining variances in detail.
- Create reports for senior management that offer recommendations on cost-saving measures, efficiency improvements, and growth opportunities.

#### **Compliance and Financial Regulations (15%)**

- Ensure compliance with all relevant financial regulations, accounting standards, and internal policies, providing regular updates on changes in the regulatory landscape.
- Coordinate financial audits and reviews, ensuring all required documentation is accurate, up to date, and available for external auditors.
- Provide guidance in maintaining financial compliance and ensuring regulatory adherence across their day-to-day tasks.
- Collaborate with legal and compliance teams to ensure that all financial operations comply with organizational policies and external regulations.
- Prepare regulatory reports for submission to government agencies, tax authorities, and other relevant bodies, ensuring timely and accurate submissions.

### **Education & Qualifications**

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- Bachelor's degree in Finance, Accounting, or a related field. CPA accredited is an added advantage.

### **Requirements**

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- 3+ years of experience in financial coordination or management.
- Proficiency in financial analysis, budgeting, and reporting.
- Strong understanding of Tanzanian financial regulations and compliance standards.

### **Characteristics**

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- Strong analytical skills with attention to detail.
- Excellent problem-solving and critical thinking abilities.
- Ability to work independently and as part of a team.
- Effective communication and interpersonal skills.
- High level of integrity and accountability.

### **Reporting To**

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Manager: Finance

### **Driving Licence**

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Not Required

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