



# Job Description

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<b>Job Title</b> Senior Finance Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> Finance
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Research, 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> Research: 10 Years
<b>Secondary Industry</b> Non-profits (NGO): 10 Years	<b>Primary Category</b> Finance: 10 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

One of Africa's pre-eminent health research organizations is looking for a Senior Finance Manager. Reporting directly to the Chief operating officer (COO) the Senior Finance Manager will play a pivotal role in steering the financial direction of organisation, ensuring financial stability, compliance, and sustainable growth while ensuring adherence to best practices and regulatory standards. The position plays a pivotal role in ensuring the effective utilisation of donor funds, maintaining compliance, and supporting the success of programs aligned with the institution's mission and goals.

As the focal person overseeing financial affairs within organisation, the Senior Finance Manager is responsible for comprehensive liquidity management, internal and external payments oversight, ensuring effective internal control systems in finance, ensuring compliance with statutory regulations, and financial accounting standards, and meeting donor requirements.

## Responsibilities

- Collaborate with the COO to develop financial strategies aligned with the institution's overall objectives.
- Create and execute financial plans, forecasting long-term financial goals, budgets and work plans.
- Provide guidance on utilising financial resources to enhance the organisation's financial sustainability.
- Participate in key decision-making processes, offering financial expertise and insights to drive informed choices.
- Oversight of payments to vendors, staff travel reimbursements, preparations of monthly salary disbursements, bank reconciliations reports, and reimbursements systems report, ensuring timely processing and disbursement, as well as the timely collection of funds/revenue.
- Oversee the maintenance of all necessary accounting records such as the General Ledger and other related accounts.
- Ensure accurate posting of all expenses and preparations of all associated reports
- Oversee preparations of accrued expense reports
- Ensure timely posting of Institute recoveries and associated reports
- Identify and assess financial risks and implement strategies to mitigate identified risks effectively.
- Develop and maintain internal controls to safeguard the institution's assets and ensure accuracy in financial reporting.
- Oversee the preparation of the organisation's budget and monitor spending to align with approved budgets.
- Continuously monitor financial performance against established benchmarks, identifying areas for improvement and proposing corrective actions
- Oversee the preparation of accurate quarterly and annual financial reports, including budgets, financial statements, and cash flow projections in accordance with IPSAS standards.
- Conduct thorough financial analysis to support decision-making processes, identify trends, and recommend improvements.
- Ensure compliance with accounting standards, statutory regulations, donors, and internal policies.
- Coordinate and review various donor financial reports.
- Ensure compliance with all relevant financial regulations, institutional regulations, donor requirements, accounting standards,

local regulations, and tax requirements.

- Stay updated with changes in financial regulations and implement necessary adjustments in policies and procedures.
- Manage the processes for internal and external audits.
- Supervise and lead a team of finance professionals, providing guidance, mentorship, and support to facilitate succession planning.
- Foster a culture of accountability, professionalism, and continuous improvement within the finance department.
- Provide oversight of branch-level financial management to ensure alignment with the overall financial goals, processes, and practices of the institution.
- Act as a liaison between the finance department and other departments, fostering collaboration and clear communication in all finance matters.
- Present financial information to the COO offering insights and recommendations.
- Engage with internal and external stakeholders, including financial institutions, statutory bodies, and professional entities.
- Evaluate and implement financial systems, tools, and technologies to streamline processes and enhance efficiency within the finance department.

## Education & Qualifications

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- A degree in Accountancy or equivalent.
- Certified Public Accountant (CPA) or ACCA qualification.
- A master's degree in finance or a relevant field is preferred.

## Requirements

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- 10 years of experience in financial management, particularly within the non-profit sector or organizations dealing with donor-funded projects.
- Minimum of five years in a management role.
- Experience navigating complex compliance issues associated with donor-funded projects.

## Characteristics

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- Proficiency in Microsoft Office suite, including Word, PowerPoint, and advanced Excel skills. Experience with ERP or related accounting packages is preferred.
- Proven track record in managing budgets, financial reporting, compliance, and audits related to donor-funded programs.
- In-depth knowledge of donor regulations, policies, and compliance requirements governing the management of donor funds.
- Strong strategic financial planning skills to manage funds effectively, forecast budgets, and develop financial strategies aligned with project goals.
- Proficiency in financial analysis to assess the impact of donor funds on the institution's overall financial health and sustainability.
- Exceptional leadership abilities to effectively manage a finance team, providing guidance, mentorship, and support in a demanding environment.
- Experience leading and implementing financial best practices within a diverse team.
- Excellent communication skills to liaise with donors, government agencies, and various stakeholders, ensuring transparency and compliance in financial matters.
- Ability to present financial information clearly to non-financial stakeholders, including program managers and executives.
- Strong analytical and problem-solving skills to address financial challenges, mitigate risks, and make informed decisions promptly.
- Capacity to adapt to changing circumstances and make strategic adjustments to financial plans as necessary.
- Proficiency in project management methodologies to handle multiple donor-funded projects concurrently while meeting deadlines and objectives.
- High ethical standards and integrity in handling donor funds and financial transactions, ensuring transparency, accountability, and compliance.

## Reporting To

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- Chief Operating Officer (COO)

## Driving Licence

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Not Required

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