



# Job Description

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<b>Job Title</b> Senior Management Accountant	<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: 5 Years
<b>Secondary Industry</b> Non-profits (NGO): 5 Years	<b>Primary Category</b> Finance: 5 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 Management Accountant. Reporting to the Senior Finance Manager, the Senior Management Accountant holds the overall responsibility for overseeing and managing organisation's essential financial monitoring and reporting systems. The role entails overseeing the analysis and reporting of the organisation's financial position to provide insights into financial performance. The position ensures the smooth operation of the organisation Finance Department, the effective provision of financial management services, and robust oversight of internal control systems. Additionally, the position is responsible for preparing all statutory financial statements for both internal and external purposes. Working in full compliance with all applicable organisation and donor rules, regulations, and country laws, the Senior Management Accountant provides program/projects data and analysis to the Management Team, aiding in business decision-making and control.

## Responsibilities

- Prepare Management Accounts, Reporting Schedules, Tables, and analyses (quarterly and annual) as specified periodically.
- Ensure that organisation has effective financial monitoring systems, controls, and processes in place, effectively and efficiently utilised across all projects and branch offices.
- Develop and implement accurate cash management strategies, approving expenditures for staff, suppliers, and external parties.
- Manage cash flow and prepare pipelines for management review, ensuring funds are available for implementing program activities across all organisation projects.
- Examine financial data, including procurement-related information, for accuracy and compliance with organisation and donor policies. Plan and facilitate compliance checks in collaboration with the finance team.
- Ensure compliance with statutory bodies, verifying accurate and timely remittance of monthly tax payments, regulatory deductions, and returns. Perform necessary follow-ups as required.
- Manage, maintain, and update the Fixed Assets Register and Inventory List in the accounting system, ensuring proper accounting for Fixed Assets, including appropriate depreciation treatment.
- Liaise with administration to ensure company assets are under continuous insurance coverage and renew policies upon expiration. Participate in stock take and fixed assets verification exercises.
- Check and authorise entries for correctness, coding, and posting to the Accounting/ledger system, ensuring accurate and prompt processing into various accounts.
- Review reconciliations of subsidiary schedules/records for all Balance Sheet Accounts, reconciling transactions and balances related to ledger balances, ensuring timely resolution of outstanding amounts.
- Review bank reconciliations for the entire organisation.
- Review all staff accountabilities, claims, or refunds; all payments and approve respective journals.

- Vet and review invoices and payment vouchers before submission for approval, ensuring accuracy and correctness of payable amounts indicated.
- Maintain proper records of prepayments, accruals, and related accounts.
- Supervise the treasury and revenue accountant, managing cash flow and pipeline preparation for organisation management review, ensuring availability of funds for program activities.
- Oversee and monitor advance payments, imprest /floats access, and amounts.
- Track, update, and document all funds remitted/transferred to organisation in the ledger.
- Manage the audit process, ensuring implementation and resolution of audit issues and recommendations, both internal and external.
- Provide leadership, supervision, and guidance to Accounts Assistants, fostering an environment conducive to their professional growth.

## Education & Qualifications

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- Bachelor of Commerce in Accountancy or equivalent qualification.
- Certified Public Accountant (CPA Tanzania) certification.

## Requirements

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- Five years of relevant professional experience in a similar role preferably from reputable NGOs
- Demonstrated experience in finance, accounting, and administration functions within international and local organisations, particularly in the public and/or private health sectors.
- Knowledge and experience in accounting, administration, and operational practices.

## Characteristics

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- Proven skills in negotiations and effective communication with partner organisations and subcontractors.
- Ability to facilitate decision-making processes and establish constructive alliances internally and externally.
- In-depth knowledge of donor regulations, policies, and compliance requirements governing the management of donor funds (e.g. UN agencies).
- Proficiency in Microsoft Office suite, including Word, PowerPoint, and advanced Excel skills. Experience with ERP or related accounting packages is preferred.
- Capability to provide technical support and training in finance and accounting systems to staff.
- Strong problem-solving ability and sound judgment in financial decision-making while maintaining confidentiality.
- Ability to conduct all work with the utmost discretion, honesty, and adherence to the principles and procedures of the organisation and its donors.
- Excellent interpersonal, written, and oral communication skills.
- Supervisory skills and the ability to motivate and effectively manage a team.
- Capacity to multitask, manage multiple priorities, and demonstrate attention to detail in planning and organising tasks.

## Reporting To

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- Senior Finance Manager

## Driving Licence

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Not Required

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