

Job Title: Senior Accountant

Job Type: Full-Time from 1st September 2021

Location: Dar es Salaam

Job Summary: The **Senior Accountant**, under the supervision of the Regional Director of DVV International, will be responsible for and managing the day-to-day financial accounts of the organisation, including working on project planning and budgeting, preparing financial reports, maintaining the accounts of the organisation in accordance with DVV International and donor guidelines, ensuring that the NGO is in compliance with all national fiscal requirements in relation to tax, etc., supporting partners to ensure financial compliance, managing staff payroll processes, and working on annual audit processes.

Responsibilities

Project budgeting and Financial reporting

- Preparing annual budget and monthly/quarterly forecasts.
- Determining the variances in actual figures compared with planned budget and forecast and amending the annual budget, in consultation with the Regional Director.
- reparation of budgets for project activities and funding proposals to third party donors in consultation with the Regional Director (and other staff).
- Setting up and maintain reliable financial controlling system and process.
- Leading and monitoring the overall function of finance office under the supervision of the Regional Director and provide guidance to Finance Officer for all other related financial matters in the office.
- Analysis and oversight of financial reports submitted by international organizational partners, and monitoring advances of funds to partners to ensure compliance with the financial and partner regulations. Mange all partner advance expense.
- Regular monitoring of the balance of funds of the project and preparing bi-monthly funds requests in a timely manner in cooperation with the Regional Director to secure the liquidity position of the organization.

Organisational Accounting (in accordance to the organisation's International and donor guidelines)

- To ensure monthly financial indicators are computed and reported timely, accurately.
- Overseeing maintenance of all financial files, archives and the issuance of financial information in line with the Management Guidelines of the organisation.
- Overseeing all the payments made by the accounting check correctness in detail and sign on the documents.
- Monthly inputting of all financial transactions of the organisation's project funds to the Winpaccs accounting software, under the supervision of the Regional Director the Administration Officer for East Africa in DVV International headquarter.
- Post daily transaction to Winpaccs accounting system, check payment voucher and journal, petty cash payment voucher and manage the posting of Winpaccs accounting for other projects.
- Responsibility for all bookkeeping and accounting processes of the organisation.
- Overseeing payment of monthly staff salaries.
- Manage and overseeing procurement procedures in line with Tanzanian national procurement regulations.

- Monitoring the cash flow of the organisation, including bank accounts, petty cash funds and advance payments to partners.

Annual Audit/Reporting and Compliance

- Ensuring that final reports of external audits are submitted in a timely manner to donors by managing the preparation of all documentation and processes to facilitate external audits, and accompanying the work of auditors as well as investigating and responding to their findings and recommendations.
- Responsible for oversight and correct administration of funds to third parties/project partners and supporting partners to ensure financial compliance.
- The supervision of appropriate contracting of consultants and other contractors, ensuring prompt payment of their fees with any appropriate taxes deducted and paid.
- Maintaining close contact with partners of the organisation and providing guidance and training on financial procedures and requirements, as necessary.
- Advising and calculating all applicable taxes on the financial transactions of the organisation and ensuring that the organisation is at all times in compliance with the requirements of the Tanzanian Revenue Authority.

Education and Qualifications

- University degree in Business Administration/Accountancy from a reputable university
- Qualification of ACCA or CIMA will be an added advantage

Requirements

- At least 7 years' experience working in a similar position with INGOs in a development-related field
- Project experience of working with Civil Society and governmental partners
- Excellent computer literacy, strong working knowledge of Microsoft Office
- Good knowledge of computerised accounting software
- Profound knowledge and understanding of Tanzanian bureaucratic, tax and admin related structures and regulations

Characteristics

- Ability to oversee office management
- Ability to work in a team and provide support and guidance
- Ability to work with partners to build capacity in financial literacy and skills
- Ability to work under pressure and to deadlines
- Excellent planning, analytical and organizing skills and strategic thinking
- Open minded, takes initiatives and embraces change

Applicants should send their CVs with contact information for three traceable referees, with a cover letter to Heinze@dvv-international.de indicating position and reference number in the subject field. Only applications sent to this email address will be accepted. Only shortlisted candidates will be contacted.

Closing date for receiving applications is **10th August 2021**