



Job Description

Finance Officer

Reports Directly to: Network Accountant

Duty Station: Dodoma , Tanzania

Contract Type: One year contract (With renewal possibility)

Expected start date: 1st April, 2023

Background

Tanzania Early Childhood Development Network (TECDEN) is a national umbrella Network of Early Childhood Development (ECD) Civil Society Organizations working to promote Early Childhood Development in Tanzania by influencing change in policies, programmes and practices. Our vision is to see a society where all children are developmentally on track to reach their full potential. TECDEN has been in operation since 2000 and is a leading platform for ECD dialogue, coordination among civil society, government and other stakeholders.

With support from the Conrad N. Hilton Foundation, TECDEN in partnership with Children in Crossfire Tanzania and Union of Tanzania Press Club is currently implementing a three year Mtoto Kwanza project in 10 regions of the Tanzania Mainland (2021/2022-2023/2024) including Morogoro, Rukwa, Mbeya, Dar es Salaam, Dodoma, Lindi, Arusha, Manyara, Tabora and Kagera. The project aim to catalyze the implementation of the National Multisectoral Early Childhood Development Program (NM-ECDP). From 2023, the project will be scaled up from to the remaining 16 regions of the Tanzania Mainland (Singida, Mtwara, Simiyu, Songwe, Tanga, Mwanza, Geita, Katavi, Shinyanga, Pwani, Iringa, Ruvuma, Mara, Njombe, Kilimanjaro, Kigoma) to championing ECD policy and programming advocacy.

Job Purpose

The Finance officer will be responsible for assisting in delivering both financial and office administrative roles of TECDEN. Working from the TECDEN Main Office in Dodoma, this role will ensure sound, transparent and accountable management of the project and wider Network finances to the required high standards. Additionally, the position is responsible for efficient support of Network staff administration, and wider Network logistics and operational administration. The position reports to the Network Accountant.

Responsibilities

1) Assist in the strengthening of TECDEN Network finance management function, ensure adherence to organizational policy, practice and procedures, as well as donor conditions for respective project finance reporting

- Assist to strengthen, maintain and monitor systems of internal control which help safeguard the Network and projects resources in adherence with the policy, practice and procedures.
- Assist to review expenses and financial transactions to ensure they are in line with eligibility and are compliant with the organization financial policy as well as donor procedures and terms of the agreement;
- Assist procurement processes as per donor and organizational procedures including sourcing quotations and ensuring value for money principle adherence.
- Assist to maintain proper books of account for the Network ensuring that finance transactions are properly captured, recorded and filed in a timely and efficient manner.
- Assist to maintain, and enhance Network and projects finance reporting structures for internal and external requirements, ensuring timely, accurate, and relevant information.
- Assist in internal and external auditing processes of the Network operations.

2) Assist the TECDEN Network accountant in prepare periodic reports including those of Mtoto Kwanza project

- Assist in preparing/review of financial transactions, ensuring accuracy and completeness of documents for reporting.
- Assist in preparing Network and projects monthly management accounts, perform cash and bankreconciliations, and ensure that relevant ledgers are maintained in line with Network accounts.
- Assist in reporting for petty cash and ensure proper use, timely replenishment and retirement.
- Assist in Preparing monthly bank and petty cash reconciliations
- Double-check the accuracy of information to discover weaknesses or missing data and strive for strict compliance and high-quality performance;
- Recommend necessary ideas based on the review findings to improve quality of reporting.

3) Assist in ensuring that the Mtoto Kwanza project Network of Local CSOs effectively administer and report on project finances

- Assist in review of Local CSOs finance reports, and value for money principle adherence.

4) Assist in TECDEN Network operations including Administration adhere to a high standard of compliance of TECDEN policies and procedures as well as those of donors where applicable

- Assist in Carrying out all necessary administrative duties in relation to the Network Country Office as required.
- Provide assistance in administrative support in ensuring compliance with regulatory requirements by the Registrar's Office and ensure statutory compliance in terms of NGO registration and legal status, and filing of statutory reports.
- Assist in Maintenance of Network's Office asset register, and general oversight of sound use and maintenance of office assets to ensure compliance with Network and donor financial procedures and terms of the agreement.
- Assisting in finance, administrative and logistical support to the Network and project staff teams during large event organization.
- Undertake any other duties to support the operations of the Network as and when required.

Qualifications:

- Bachelor's degree and 2 to 3 years of experience or equivalent combination of education and experience. Certified Professional Accountant Qualification will be an added advantage.
- Demonstrable experience of working in finance department in an NGO setting including.
- Proven skills in MS Office , Ms Word, Ms Excel etc
- Ability to function independently and carry out routine responsibilities with minimal supervision.
- Ability to multitask and meet given deadlines.
- Ability to work to deadlines, priorities and take initiative.
- Committed to the aims and values of TECDEN, and work as part of the team.
- Fluent in written and spoken Swahili and English.
- High level of integrity, commitment to confidentiality, and impeccable record in previous accounting positions.

Child Safeguarding:

TECDEN has zero tolerance against any form of abuse, neglect and exploitation of children under 18 years. TECDEN also believes that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of children under 18 years with whom we work and those in the communities in which we live. Therefore, any person hired (temporary/full time) to work with TECDEN must adhere to child safeguarding policy throughout service tenure.