



## Finance and Administrative

### Officer Job Description

**Job Title:** Finance and Administrative Officer (FAO)

**Salary:** TBA

**Location:** Morogoro, Tanzania

**Reporting to:** Executive Director

**Purpose:** To evaluate, monitor and support all financial and management accounting activities and administrative activities in Shahidi wa Maji (SwM).

The Finance and administrative Officer is responsible for managing all financial and administrative activities contributing to the achievements of Shahidi wa Maji overall Objectives. S/he is responsible for efficient day-to-day financial and administrative operations, for ensuring that the appropriate systems are in place, and that they are used effectively, and for providing timely support and analysis to our team, our partners and the Board of Trustees.

A high level of accuracy and attention to detail will be needed to maintain accurate and complete records in accordance with Tanzania Public Sector Accounting Standards and SwM Accounting, Financial Policies and Procedures as well as to undertake reviews of business processes, budget and contract negotiations, preparation of donor reports and audits, and ensuring compliance with NGO regulations.

#### Key Responsibilities

1. **Internal Controls:** Ensure robust internal controls, management of financial operations including maintenance and updating of documentation, Fixed Asset Register and Risk Register. Review and enhance systems and processes ensuring organisational compliance and the promotion of best practice.
2. **Finance Systems:** Responsible for managing the financial systems ensuring systems are regularly updated in a timely way and accurately capture all financial and programme information.
3. **Policy & Procedure:** Implement financial policies and procedures, as well as develop tools and systems ensuring compliance with SwM policies, external donor requirements and country legislation and regulations.
4. **Cash Management:** Ensure necessary tools and systems are in place and used to manage the cash flow process including requests for funds from donors who fund programme activities.
5. **Budgeting/Budgetary Control:** Co-ordinate the annual and multi-year planning process. Coordinate the budgeting process for proposals to external donors. Design and produce regular budgetary reports for budget holders, interpret and analyse actual results against budgets.
6. **Reporting:** Produce monthly, quarterly, six-monthly, and annual financial reports for the country office highlighting major performance issues and variances from plan to the Management Team. Produce financial reports to external donors and NGO registrar in compliance with their specific requirements.



7. **Audit:** Facilitate and co-ordinate internal and external audit activities of the country office. Lead the development of action plans based on audit recommendations, monitor and report progress on addressing audit issues to Director and the board.
8. **Administrative Support:** Be responsible with all administrative matters for the SwM office and logistical support.

#### **Main Duties:**

##### **Finance**

- ◆ Managing day-to-day financial operations including accounts payable, accounts receivable/grants claims, bank reconciliations, general accounting functions in line with recognized accounting protocols.
- ◆ Improving efficiency across the organization and ensuring a robust internal control environment, including through identification, development, implementation and enhancement of relevant systems and processes.
- ◆ Coordinate with managers in the preparation of annual budgets, developing and strengthening budget monitoring, reporting and preparation of quarterly financial forecasts, management reports, and statutory annual accounts, keeping the managers fully informed of significant financial issues and developments.
- ◆ Processing and preparing periodic (monthly, quarterly, bi-annual and annual) accounts to the management and to the SwM Board of Trustees.
- ◆ Preparing financial reporting to donors in a timely and accurate manner to ensure compliance and maintain the organization's reputation.
- ◆ Manage the organization's auditing processes and ensuring all recommendations are implemented as appropriate.
- ◆ Ensuring that accounting and administrative processes are understood and adhered to across the organisation as guided by financial manual of the organization.
- ◆ Ensuring that the organization is compliant with all legislation, guidelines, and best practice relevant to finance and taxation applicable to charitable organisations.
- ◆ Ensuring compliance in submitting accounts, reports and other information to the NGO registrar and other such duties as required.
- ◆ Managing and supporting external stakeholder relationships including with banks, suppliers, landlord, accountants, and auditors.
- ◆ Working with budget holders to review performance against budget, providing financial advice, support or training to non-finance staff as required.
- ◆ Processing payroll on a monthly basis, ensuring salary payments are correct and timely.
- ◆ Develop and maintain effective working relationships with management and staff to understand their financial support requirements.
- ◆ Undertake any other responsibilities, tasks or activities as reasonably required by organization.

##### **Administration**

- ◆ Managing the office and premises and lease. Applying Value for Money principles, maintaining/purchasing office furniture, equipment, and stationery, and managing relationships with suppliers of services such as utilities, transport, telephones, stationery, cleaning, and postage/courier services.
- ◆ Providing administrative support in accordance with SwM rules and regulations, including assisting in and preparing bookings, bidding procedures, contracts of experts/ external consultants and ensuring documentation of the procedures.



- ◆ Providing logistical support in line with project plans (workshops, training, scheduling, and organizing meetings and organizing travel logistics for project staff etc.).
- ◆ Ensuring that risks are managed according to the risk policy, and that the risk policy is regularly reviewed and updated, and the risk register is maintained.
- ◆ Overseeing paper and electronic filing systems and storage systems, ensuring these are used consistently across the organisation, that the data is accurate, well maintained, and easy to retrieve. This includes all key correspondence, regular monitoring reports and compliance documents.
- ◆ Ensuring that SwM staff are all conversant with internal policies and understand and comply with all relevant health and safety, fire prevention fire and related equipment are serviced regularly, and data protection.
- ◆ Keeping up to date with Safeguarding and Health and Safety legislation and requirements, training and advising staff and partners.
- ◆ Keep abreast of trends and developments in finance and administration, identifying risks and opportunities to improve existing SwM practices.
- ◆ Any other duties that may be reasonably assigned by the organization.



Person specification Education/Qualification:

Attributes/Skills	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>University degree/Diploma or relevant qualification in accounting or Fully completed accounting qualification/certification e.g. CA, ACCA, CIMA, CPA.</li> </ul>	<ul style="list-style-type: none"> <li>An Accounting certification/registration qualification would be an advantage and highly desirable</li> </ul>
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>Minimum of five (5) years' relevant experience include managing and administration of organisational finances, budgeting and monitoring, audits, producing monthly, quarterly, and annual accounts with analysis and commentary.</li> <li>Demonstrable experience of management of financial operations at mid-management level; Ability to provide financial analysis and interpretation for decision-making.</li> <li>Experience of management of office administration and communications.</li> <li>Excellent understanding of current legal requirements and best practice in financial management and accounting, (ideally as relevant to the NGO sector), includes government policies and regulations on financial management and taxation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with international development organisation would be added advantage</li> <li>Knowledge of International Donor reporting requirements</li> <li>Risk analysis and risk management experience</li> <li>Knowledge of water projects.</li> <li>Strong knowledge of fund accounting regulations for non-profit organisations.</li> <li>Experience of managing administrative process and procedure of a development organization</li> <li>Experience of events management</li> </ul>
<b>Skill and Abilities</b>	<ul style="list-style-type: none"> <li>Fluent in spoken and written English and Swahili language.</li> <li>Highly numerate and able to produce accurate work to tight deadlines</li> <li>Extremely well organised with excellent planning and prioritisation skills to be able to produce high-quality work, managing a wide-ranging and complex workload</li> <li>Ability to think Strategically</li> <li>Strong analytical/problem solving skills.</li> <li>Excellent (proven) interpersonal both oral and written communication skills</li> <li>IT literate and excellent knowledge and skills in using VT Transaction or QuickBooks and Microsoft Excel and Word packages.</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of Project Management</li> <li>Driver's license and ability to drive off road</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Trustworthy, able to maintain confidentiality, deal with sensitive information and to take responsibility for</li> </ul>	<ul style="list-style-type: none"> <li>Effectively promote Shahidi wa Maji's mission values, and objectives</li> </ul>



	<p>important operational functions.</p> <ul style="list-style-type: none"><li>• Self-motivated person, able to take initiative and work without close supervision</li><li>• Able to work effectively in a diverse team environment, supporting colleagues on complex financial matters where required.</li><li>• Willing to work additional hours at crucial times</li></ul>	
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**SEND APPLICATION VIA;**

All applications should be directed to [info@shahidiwamaji.org](mailto:info@shahidiwamaji.org), copying in [abeldugange@shahidiwamaji.org](mailto:abeldugange@shahidiwamaji.org).  
Closing date 6th June 2025, 11:59 pm.