



Job Description

Job Title: Project Finance Assistant
Job Location: Singida Region, Tanzania
Reports to: Finance & Support Services Manager
Responsible for: N/A
Department: Finance and Support Services/ECSA-Tanzania Country Office

Job Purpose

The purpose of the job will be assisting various programme administration support, grants and contract management/ reporting and financial information management support for the effectiveness of Boresha Macho inclusive eye health project operations in Singida and Morogoro.

Principal Accountabilities

1. Programme Finance and Reporting. – 60%

- Provide support of the programme budget preparations/revisions and donor reporting in consistence with approved proposals/plans for project partners and sub-grantees.
- Checking the correctness of project team travel advances and retirements ensuring that they are well supported for further authorisation.
- Assist in reconciling all control accounts for the project on monthly/quarterly basis to ensure completeness and integrity of financial information e.g. bank and cash accounts, staff debtors etc.
- Perform regular partner field visits as agreed by the Finance and Support Services Manager, which includes capacity building to partners from document processing, budget/forecasts questions and proper spending as per the agreements.
- Work with the Programme team and Partners to ensure partner financial reports as per agreed schedules are received promptly by the Country Office, for reviews.
- Prepare all cash requests and financial reports for the programme in ensuring consistency with approved budgets.
- On monthly basis track status of project implementation (both finance and programme) regarding donor compliance, documentation, learning and sharing. Report the same to Finance and Support Services Manager for review and further sharing.
- Participate and assist into the monthly management reporting for reviews by Finance and Support Services Manager, Programme Manager and approval by Country Director.

2. Programme Procurement Support – 25%

- Coordinate and share annual project procurement requirements (procurement plan) including project medical consumables.
- Organise and initiate purchases/procurements linked with respective grants/project budgets.
- Follow up and share on monthly basis procurement progress status report of all approved orders and respond to any procurement inquiries for the programmes.
- Ensure proper administration and documentation is done for all procurement processes as per organisational policies including the Goods Distribution Practices (GDP) requirements.

3. General Administration – 10%

- Provide administrative support and ensure all project documents are properly recorded in respective files.
- Maintain Programme Fixed Asset Register and conduct on regular basis Assets verification (including any field offices) and stock counting of all office stocks. Provide reports for Finance and Support Services Manager review.
- Support Finance & Support Services Officer in coordination for renewals of vendors and service providers' contracts, vehicles' insurance policies and agreements for project equipment service maintenance.

4. Other – 5%

- Develop and maintain good public relations with partners, external suppliers, all service providers and all interested parties to Sightsavers Tanzania.
- Perform any other related duties as may be assigned by the line manager, which are broadly in line with the above-mentioned responsibilities to facilitate the smooth running of project activities.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience)

- A bachelor degree in Business Administration or relevant fields and at least recognised level two accounting qualification e.g. CPA 2.
- Minimum of 3 years working experience, in reputable organisation, preferably in an International NGO environment, background of audit experience would be an added advantage.
- Demonstrated knowledge of and at least 2 years' experience in financial administration of projects funded by institutional donors
- Strong financial, programme and project management experience
- Strong grant accounting and reporting background
- Demonstrated experience in working with partner organisations

Skills (Special Training or Competence)

- Excellent Computer literacy - Microsoft Word & Excel, Accounting Packages, Global ICT Communication systems.
- Planning and organising skills
- Excellent experience/knowledge of etiquettes
- Good interpersonal skills
- High degree of integrity
- Fluency in English and Swahili
- Good communication skills (Both oral and written)
- Ability to work with minimum supervision.

Key behaviours

- Interpersonal and intercultural sensitivity
- Ability to work independently
- Good communicator
- Team working
- Social and receptive
- Self-motivation & development

Key relationships

Internal

- Finance & Support Services Manager
- Finance & Support Services Assistant
- Administrative Officer
- Programme Officers
- Programme manager
- Country Director
- Finance Consultant, Regional Office

External

- Partner organisations
- Suppliers and Service Providers
- Government agencies
- Stakeholders (other NGO's including BPOs, DPOs)

Other Comments

Local terms and conditions will apply.

Date as of: 24 September 2019