



VACANCY ADVERTISEMENT

Job Title: Finance and Administration Manager

Reports to: Executive Director

Supervision: Finance Officers

Level: Member of the Senior Management

Duty station: Dar Es Salaam

Background

STEPS Tanzania is a not-for-profit Health and human development organization and dedicated to sustainably improving the lives of the people it serves by providing integrated, locally focused, and locally-driven solutions. STEPS Tanzania striving to make Health Care, Education, and Community Development a human right for all people. STEPS Tanzania staff includes experts in Public health, adult education, socio economic development, administration and Management, civil society, gender, youth-specific issues, research, Learning and technology – offering an unprecedented range of skills to address today's interrelated development challenges. STEPS Tanzania work with various local and global institutions, emphasizing partnerships with the Ministry of Health, President's Office Regional Authorities and Local Government, Ministry of Health, Drug Control and Enforcement Authority (DCEA), development partners, agencies, academic and non-academic institutions, implementing partners, civil society organizations, community-based, and faith-based organizations.

Employment Category: Contract for specific task.

This is a full-time temporary appointment to fill a needed position pending recruitment or return to office by the incumbent or for those duties / specific tasks which cannot be allocated to employees in established position. The contractual period for this appointment shall not exceed 8 consecutive months. Employees under this category shall abide to rules and regulations.

Duties and Responsibilities

The position holder will contribute to the implementation of project performance. He/she will be responsible for the financial health and risk management of the organization, responsible for the performance of the finance & administration business units under the supervision of Executive Director.

Job Summary: The Finance and Administration Manager will oversee the implementation of effective financial operations systems, including financial planning, budget management, cost-benefit analysis, and forecasting. Responsibilities include preparing quarterly and annual financial reports, managing organizational budgets, overseeing banking matters, cash controls, payroll, human resources, creditors and debtor management, reporting, and administration and compliance issues.

Budget management

- Compile and consolidate accurate organizational and project budgets on time
- Negotiate favorable terms on donors' contributions to total operational and other costs
- Monitor expenditure and ensure alignment with budget

Financial Reporting

- Prepare monthly, quarterly and annual financial statements
- Ensure statutory deductions like NSSF and PAYE are submitted, and VAT exemptions are granted
- Prepare monthly budget variance reports for each business area
- Provide technical assistance where needed for organizational development
- Produce timely and accurate donor reports, including monthly pipeline reports
- Financial monitoring and Compliance (Risk Management)
- Prepare financial reports and seek ways to reduce costs and maximise resource use.
- Ensure that the organisation's policies, procedures and internal controls are followed and relevant and compliant with requirements of donors, local laws, IPSAS/IFRS, tax, etc.
- Ensure that committees (Finance, HR, Audit & Risk Committee and any other) for internal control are properly constituted, meet regularly and their recommendations are implemented

Operational Management

- Perform day-to-day functions of the finance and administration department
- Manage cash flow, oversee weekly payments and approve general ledger and bank reconciliations
- Ensure adequate preparation for audits

Qualifications, Experience & Skills Required

- A minimum of a bachelor's degree in finance or accounting and Master's in a relevant field is preferred
- Additional Qualification: A reputable professional accounting qualification recognized by NBAA is preferred in this position
- A minimum of 5 years' experience in financial and grants management, with a minimum of 5 years' direct NGO work experience
- Experience in preparation of budgets and financial reports for international donor agencies such as USAID, Global Fund and others
- Knowledge of relevant legislation and regulations e.g. Income Tax Act, Federal Award requirements e.g. 2 CFR 200, and others
- Strong leadership skills, strategic financial planning, budgeting, forecasting, and financial analysis.
- **Risk Management**, Expertise in identifying and managing financial risks, Proven ability to implement risk mitigation strategies.
- **Compliance and Regulation**, In-depth knowledge of financial regulations and compliance standards. experience in ensuring adherence to local and international financial laws.
- **Grant Management**, Proficiency in managing grants and donor-funded projects, Experience in preparing and submitting grant proposals and reports.
- **Financial Reporting**, Strong skills in preparing comprehensive financial reports for stakeholders, Experience with financial statement analysis and presentation.

- **Technology and Systems**, Familiarity with financial software and enterprise resource planning (ERP) systems, Experience in implementing and optimizing financial systems.
- **Strategic Planning**, Contribution to the development and execution of organizational strategic plans, Aligning financial strategies with overall organizational goals.
- **Audit Management**, Experience coordinating and managing internal and external audits., proven ability to implement audit recommendations

STEPS Tanzania is an equal opportunity employer and offers a competitive package for the selected candidate in line with salary history, academic qualifications and relevant experience. Please send your application (Cover letter, CV and relevant Academic Transcript, and for professional awards, please include it. All in one PDF document) to info@steps.or.tz . Channel your application to, **Executive Director** STEPS Tanzania Head Office P.O.BOX 33307 ,Kijitonyama, Kinondoni- Dar es Salaam.

After review of CVs; we shall have an interview for the best candidates following our evaluation grid. Application deadline is on 04th March 2024.