



BUILDING AN INCLUSIVE SOCIETY FOR ALL

VACANCY ADVERTISEMENT

Job Title: Finance and Administration Officer

Reports to: Finance and Administration Manager

Supervision: N/A

Level: Team Member

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 Finance and Administration Manager.

Job Summary: The Finance and Administration Officer will provide critical support and guidance on administrative and general finance matters under the supervision of the Finance and Administration Manager. Responsibilities include ensuring completeness of payment vouchers, timely procurement, transaction posting, bank reconciliation, liaison with field offices, payment complaints management, logistics coordination, and adherence to organizational procedures.

Duties

- Support the preparation of organizational and project budgets on time
- 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
- Prepare financial reports and seek ways to reduce costs and maximise resource use.
- Perform day-to-day functions of the finance and administration department
- Develop cashbooks, general ledger and bank reconciliations
- Support preparation for audits

Qualifications, Experience & Skills Required

- A minimum of a bachelor's degree in finance or accounting
- 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

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.