



## Junior Finance Officer

### Roles and Responsibilities

- Review retirements and advance requests by ensuring they are properly completed as per policy
- Entering financial information in the accounting system and ensuring cut-off and completeness principles are adhered
- Preparation of monthly bank reconciliation and mobile money reconciliation
- Processing of payments for all contracts, bills and invoices received in the ERP at the correct allocated expense
- Preparation of payroll for all staff and ensuring all statutory deductions are properly effected and remitted as per the Tanzania laws and regulations
- Uploading payment into the online bank system by ensuring amount and other details are correctly entered, facilitating authorization and release of payments
- Preparation of monthly cash forecast by including all the activities for the month and ensuring the project is going according to the budget
- Grant management, ensuring all contracts to sub-grantee are well executed by check the expense reports and disbursements are done on time
- Ensuring interproject transaction are properly recorded and reconciled as well as payments are processed on time while trying to avoid unnecessary intercompany transactions
- Assist the Finance Manager with monthly general ledger reconciliations as required.
- Ensuring accounting standards, policies, country law and donor requirements are properly followed.
- Assisting internal and external auditors for all matter related to the project
- Any other related duties
- Assuring Proper filing of all supporting documents is maintained

### Educational Qualifications

- Essential: Bachelors of Commerce, in Accounting or Business Management with minimum of 2 years of experience in international standards of project accounting, financial management including budgeting, grants and contracts.
- Strong experience with international audit requirements
- Knowledge on international accounting standards
- Working knowledge of major donor funded operations, finance services and practices
- Excellent computer skills in Excel & Accounting software.

### Experience Requirements

#### Key Performance Indicators:

- Unqualified Audits
- Meeting reporting deadlines on time both monthly and as needed to maintain reports
- Proper record keeping to ensure clarity
- Institution of quality Financial procedures to decrease risk of fraud and to ensure transparency in payment processes
- Expediency of payments

#### Personal Attributes:

- Integrity and honesty
- Multicultural diversity and teamwork
- Communication
- Pro-activeness
- Planning & Time Management
- Result orientation

- Client orientation

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