

WE ARE HIRING.

Finance and Administration Manager

Vacant Position: Finance and Administration Manager

Reporting to: Executive Director

Duty station: Moshi, Tanzania

Floresta is a Christian NGO that works to reverse poverty and deforestation in Tanzania by transforming the lives of the rural poor. We work directly with communities to create economic opportunities through village savings and loan associations, micro-enterprise, implementing sustainable agriculture programs, and encouraging spiritual renewal.

Job Summary

Maintaining adequate, accurate, appropriate and up to date books of accounts. Ensuring that all payments are made in accordance with proper authorization and provided for in the budget. Maintaining sufficient checks against any occurrence of embezzlement, fraud, theft and carelessness. Replying adequately and promptly to all queries and observations raised by the External Auditors. Submitting to the Internal Auditor and the External Auditors all required records, return, books of account, documents, and any others information or data required for the performance of their duties.

Create an excellent and desirable workplace for staff, apply objective and fair criteria to ensure that staff are selected, assessed, promoted, and treated based on their merit, abilities, expertise, and experience regardless of race, color, and national or ethnic origin, gender, marital status, disability, and age, political or religious beliefs.

Roles

The Finance and administration manager is the accounting and administrative officer responsible to the Executive Director for all financial matters and employees welfare. He(s) is responsible to assist the executive director in proper management of organization resources both financial and human resource. He(s) is in-charge of the day-to-day management of funds and administrative functions.

He(s) is therefore responsible in making sure that employees do comply with the administrative and accounting policy of the organization as well as the laws of the land. The Finance and Administration Manager is expected to provide sound financial advice and proper of administrative milage to his/her supervisor. In that way his/her performance is judged.

Responsibilities

Responsible for distribution of the financial resources of the organization, budget planning and supports the management team by offering insights and financial advice that will allow them to make the best financial decisions for the organization.

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Essential Duties and Responsibilities

A. Finance Duties 35%

- a) Establish effective accounting and book keeping systems and procedures and oversee accounting services.
- b) Implements internal controls, administrative systems, policies and procedures to ensure that organization's day-to-day operational activities are efficient and effective and are in-line with approved strategic initiatives and budgetary allocations.
- c) Manage imprest payments, payment of invoices, payroll and bills.
- d) Maintain parallel records of income (donations) and expenditure in QuickBooks programs.
- e) Manages bank accounts and monitors reconciliations, transactions including wire transfers.
- f) Prepares documents and schedules for annual audit and liaises with auditors.
- g) Maintain proper records to account for all types of cash receipts, cash disbursements, current assets, fixed assets, owner's equity and liabilities
- h) Work with the executive Director to take adequate and appropriate insurance covers for all current assets and fixed assets at the replacement costs against losses and hazards like fire, theft, embezzlement, dishonesty of staff, loss of benefits and accident.
- i) Ensuring the correctness and appropriateness of all payments made to employees and outsiders
- j) Make timely payment of statutory and contractual debts to avoid penalties; timely payment of business debts to maintain organization's good image and timely payments to employees to maintain their morale and good relations

B. Administrative functions 35%

- a) Provide transformative leadership in development and implementation of the Monthly Work Plans, guiding the team in execution of monthly plans and meetings
- b) Ensure staff have annual performance targets, which are timely developed and frequently checked to ascertain progress
- c) Proactively takes disciplinary measures when necessary, according to agreed performance standards
- d) Work with the Executive Director to develop appropriate systems for managing the program through different stages of its growth.
- e) Ensure vacancies are publicly advertised/competitively filled and diversity pro-actively sought
- f) Make sure direct supervisors are involved in recruitment, and that references check is done prior to appointment
- g) Shortlist potential applicant for interview and have it reviewed/approved by the Executive Director.
- h) Ensure that records of shortlisted candidates are well kept for future reference.
- i) Induction of new staff to kickstart their initial experience at work as per HR policy.
- j) Ensure that, new employees are given thorough orientation immediately and have a mentor or buddy appointed for support
- k) Ensure performance warnings are documented, improvement planning takes place prior to dismissal
- l) Ensure the personnel file have complete record needed and properly filed
- m) Maintain asset register and make periodic review to ascertain the condition of asset and update the inventory annually
- n) Ensure that office supplies are properly utilized according to the intended goal

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C. Fundraising/Resource Mobilization (10% of time).

- a) Understand the mission and vision of Floresta Tanzania and be able to communicate it clearly.
- b) Identify funding opportunities that support the vision and mission.
- c) Work with SMT to write proposals.

D. Reporting 20%

- a) Timely submission of reports as required by the supervisor (monthly, quarterly and annually)
- b) Prepares and presents quarterly and yearly financial reports. That is: Budget vs Actual reports, Donors Report, Annual Financial Statements etc.
- c) Proactively monitor and understand budget variances.
- d) Prepare budget planning reports for donors by adhering to set deadlines.
- e) Ensure and review monthly Imprest Reports from the accountant and prepare narrative reports for the review to the Executive Director
- f) Respond to Emails and WhatsApp text immediately after receiving information.
- g) Prepare and submit other report required by supervisor e.g. retirements etc.

E. Qualifications and skills

Degree Level	Degree in Accounting and Finance, or a related field from an accredited university. CPA holder or CPA(T) will have competitive advantage over other during shortlisting. Women are encouraged to apply.
Experience	<ul style="list-style-type: none"> a) At least two (2) years of demonstrated experience in financial and human resource management in a development program context. b) Good knowledge of planning, budgeting, managing, monitoring and coordinating projects and demonstrated result-oriented experience, and experience in working with donor funded project and requirements
Key Skills	Team building, Strong communication, fluency in English and Swahili, negotiation, presentation, management, and leadership skills, flexible, creative and strong analytical computer skills

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F. Remuneration

The successful candidate will be remunerated according the Floresta salary scales, and in alignment with the candidate's qualifications and professional experience. Other benefits include health insurance for the candidate, and telephone credit allowance and housing allowance.

G. Application Procedure

Interested and suitably qualified individuals should send their applications enclosing detailed;

- Application letter
- Curriculum vitae
- Copies of qualification certificates

All application should be sent through the following email: **info@floresta.co.tz** copy to **admin@floresta.co.tz** before **31st July 2023** or through **Postal Address, 7764, Moshi**. Any application after deadline will not be considered. Only shortlisted candidates will be notified.

The cover letter to be addressed to;

Executive Director,

Floresta,
P.O.Box 7764,
Moshi, Kilimanjaro,
Tanzania.

Please Note:

Floresta is an equal opportunity employer that welcome all qualified candidates to apply for the open positions. Floresta is committed to create a diverse and inclusive workplace where all employees feel valued and respected.