



A private, nonprofit  
organization providing  
development and emergency  
assistance to Africa  
since 1970.

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## **DIRECTOR OF FINANCE - TANZANIA**

Africare is a leader among private, charitable U.S. organizations assisting Africa. Africare is also the oldest and largest African-American led organization in the field. Africare's programs address needs in three principal areas: Agriculture & Food Security, Health & HIV/AIDS, and Water, Sanitation & Hygiene.

Throughout its 40 year history, Africare has reached 30 million people across the continent with innovative, sustainable, culturally appropriate and life-changing projects to improve the quality of life in communities throughout Sub-Saharan Africa. We strategically invest in innovating and implementing community-based solutions to complex problems, with a strong focus on skills transfer to create leaders out of beneficiaries. Our work has transformed communities and garnered wide recognition for its impact and sustainability.

Africare's 1,400 staff members operate in 20 countries across Africa. Headquarters is based in Washington, DC where the President's office and the Finance, Development, and Operations Departments are based.

Africare is seeking a Director of Finance for our Tanzania office. The Director of Finance reports to the Senior Country Director and works closely with other departments and staff members.

### **Role:**

Working in Dar Es Salaam, Tanzania under the direction of the Senior Country Director, the Director of Finance is responsible for all financial functions in the Tanzania country program, including accounting, payments and banking, payroll, budgeting, financial reporting, grants financial management and financial analysis. The Director of Finance ensures compliance with donor regulations as well as Africare's internal policies and procedures, and provides timely reports, advice and assistance to the Senior Country Director and the program team to ensure that financial resources are planned and used efficiently, effectively, transparently and accountably

### **Financial Management**

1. Ensure effective, transparent use of financial resources in compliance with Africare and donor policies and procedures.
2. Reviews all estimates, bills, and vouchers presented for payment to determine legitimacy of claim and availability of funds against approved budgets.
3. Maintains a positive and productive relationship with banking officials in the area and particularly the Director of the Bank where Africare's accounts are housed.

4. Reviews monthly Bank Reconciliation and Statements for all bank accounts.
5. Monitors field expenditures using monthly reports provided by the Regional Finance Center and computer spreadsheets as they relate to country specific administrative, operational and project budgets.
6. Review monthly payroll for local hire employees, recording payroll deductions and salary increases in conformance with the national statutes.
7. Ensure that all computerized financial data in-country is secure, including making back-up copies for storage.
8. Maintains principal custodianship and secure all documentation for Petty Cash accounts.
9. Review travel advances and per diem calculation for international and in-country travel.
10. Monitors expatriate and local employee receivable accounts as they relate to field-generated activities (travel advances, telecommunications, etc.).
11. In conjunction with the Senior Country Director and appropriate Project Coordinators prepares Annual Administrative, Operational and Project Specific Budget Projections (as well as revised quarterly projections) and perform budget analyses on a regular basis.
12. Performs regular audits of central and field offices' cash accounts.
13. Oversee the financial monitoring of sub-grantees working under the portfolio. This includes review of financial reports and performance of site visits.
14. Review and submit accurate Monthly Batch Submissions to the Regional Finance Center within the prescribed time period (within first two weeks of each subsequent month).

### **Team Management**

1. Maintain high ethical standards within Finance Department.
2. Communicate with partners, as well as sub-grantees, to verify their systems and that they understand and follow all appropriate procedures and archiving.
3. Create sustainable work environment of mutual respect that attracts highly motivated skilled and effective team members.
4. Supervise and lead a diverse team of direct and indirect reports in field offices.

Contribute actively to country-team building efforts and build constructive internal relationships

### **Requirements:**

- At 7 years of progressive financial management experience is required.
- BA/S or equivalent in accounting or finance is required. An advance degree is preferred.

- At least 4 years of experience in grants management as well as understanding of donor regulations is required (particularly USAID).
- At least 3 years of international experience is required; international NGO/PVO field office experience is preferred.
- Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- Strong accounting skills and experience, including management of the general ledger, journal entries, payroll, payables, and balance sheet.
- Significant experience working with accounting packages. Experience with ACCPAC highly desirable.
- Advanced computer skills in MS Office programs, particularly Excel.
- Prior management experience and strong organizational skills.
- Excellent oral and written English skills required.

Africare offers a competitive salary along with an excellent benefits package.

**How to Apply:**

Applications should include a CV and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Please send CVs to [tanzania.vacancies@africare.org](mailto:tanzania.vacancies@africare.org), including "**Finance Director**" in the subject line.

**This position is opened until filled. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.**

Africare is an Equal Opportunity and Affirmative Action employer committed to workplace diversity.