

CHRISTIAN COUNCIL OF TANZANIA

USAID Tuwajibike Project

Job Descriptions

Job Title: Project Accountant

Location: CCT- Dodoma

Reports to: Finance, Admin & Grants Specialist

Position Type: Full-time

Employment Type: Contract for One-year, renewable based on performance

Job Overview

USAID Tuwajibike Project is a 3-year project aimed at improving public service delivery through increased citizen and civil society agency to demand government transparency and accountability. The accountants will be responsible for managing and overseeing the financial operations of the Tuwajibike project at CCT offices. This role involves maintaining financial records, ensuring compliance with financial regulations, and supporting the financial aspects of project implementation.

Key Responsibilities

1. Financial Management:

- Maintain accurate financial records for all project activities.
- Prepare and monitor budgets, ensuring alignment with project goals and objectives.
- Manage accounts payable and receivable.
- Ensure timely payment of invoices and staff salaries.
- Ensure timely Monthly bank reconciliation

2. Financial Reporting:

- Prepare monthly, quarterly, and annual financial reports.
- Provide financial status updates to the project management team and stakeholders.
- Ensure compliance with donor, Government and organizational financial reporting requirements.

3. Budgeting and Forecasting:

- Assist in the preparation of project budgets and forecasts.
- Monitor budget expenditures and report variances.

- Work with project teams to ensure budget adherence and recommend adjustments as needed.

4. **Audit and Compliance:**

- Ensure compliance with local financial regulations and organizational policies.
- Prepare for and coordinate audits, both internal and external.
- Implement audit recommendations and improve financial processes.

5. Financial Analysis:

- Conduct financial analysis to support project decision-making.
- Identify financial risks and propose mitigation strategies.
- Support the development of financial strategies to enhance project sustainability.

6. Capacity Building:

- Provide training and support to project staff on financial management practices.
- Promote awareness and understanding of financial accountability within the team.
- Liaise with project officer to ensure activities implementation are in accordance to the approved budget

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional accounting qualification (e.g., CPA, ACCA) is an added advantage.
- Strongly familiar with USAID funds management
- Minimum of 3 years of experience in accounting or financial management, preferably within the non-profit or development sector.
- Strong knowledge of financial regulations and accounting standards.
- Proficiency in accounting software and MS Office, particularly Excel.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and organizational skills.
- Effective communication and interpersonal skills.
- Commitment to the goals and values of the project and the organization.

Working Conditions

- Flexibility in working hours may be required to meet project deadlines.

Email for Application ahr@cct.or.tz

Deadline for application - 21st June 2024