

# Uwezo Tanzania Job Description

Job Title: Accountant

**Salary Grade:** 5A

**Reports to:** Executive Director

**Supervises:** Intern

**Location:** Dar es Salaam, Tanzania

**Start Date:** As soon as possible

## **Overall Responsibility:**

You will be responsible for two aspects: a) overall management of income and expenditure of Uwezo Tanzania in accordance with the legal requirements, highest ethical standards and internationally recognized financial reporting practices (IFRS), and b) Preparations of all monthly quarterly, mid-year and annual reports. In both, you will ensure that all financial management practices, reports and documentation are well organized and conform to policies and the highest standards.

## **Specific Responsibilities:**

1. Ensure that all payments are accurately supported, approved and coded, and paid in a timely manner as per the payment workflow with the reasons for delays in payments clearly explained in approved system e.g. Xero.
2. Ensure proper preparation of monthly payroll journal for the organization and proper filing.
3. In the absence of any of the accounts assistant, form back up for capturing transactions in approved financial management system e.g. Xero.
4. Ensure monthly and quarterly financial reports are prepared in a timely manner and support country accountants and assistant accountants in ensuring that the monthly financial reports are prepared timely in a desired quality.
5. Ensure monthly bank reconciliations for all Uwezo accounts are done, charges by bank are consistent with the agreed bank charges and overdue items in bank reconciliations are dealt with in timely manner as per the financial and administrative manual.
6. Maintain donor commitment tables and ensure it is timely updated, and produce timely donor reports as per donor requirements.
7. Ensure proper documentation; and filing of both physical and electronic financial documents including ensuring easy retrieval of document and proper arrangement of documents to ensure proper follow-ability.
8. Contribute to developing realistic budgets that are corresponding to the organization plan.
9. Prepare semi-annually and annual financial statements for Uwezo in accordance with general accepted accounting principles in Tanzania and internationally recognized financial reporting

practices (IFRS).

10. Maintain imprest accounts for all staff and follow up immediate retirements, in case of non-compliance remind and guide staff on the retirement policy.
11. Manage petty cash in line with financial regulations and procedures.
12. Manage credit card retirements in line with financial regulations and procedures.  
Support oversight and reconciliations of assets.
13. Assist to provide guidance to staff on financial policies and responding to any queries directed to finance unit.
14. Preparation for and collaborate with auditors to ensure proper financial records and statements  
Perform all above responsibilities in Salesforce where applicable.

**General Responsibilities:**

1. Successfully implement above responsibilities and assigned activities in work plans and budgets, consistent with Uwezopolicies.
2. Contribute effectively to planning, monitoring, reporting and information dissemination of Uwezo's work.
3. Collaborate with Uwezo staff across units and countries in a spirit of mutual respect and cooperation to get things done.
4. Communicate your work through active use of internal platform (SalesForce), electronic calendar (Gcal) and being accessible on electronic chat (Skype) as per Uwezo requirements.
5. Participate actively in organization-wide learning and other joint activities.
6. Comply with and foster adherence to the established Uwezo values, policies, regulations, guidelines and procedures.
7. Undertake any other lawful tasks as may be assigned by your Supervisor, or Executive Director.

**Core Qualifications:**

1. Holder of CPA (T) certificate or equivalent preferred,
2. At least three years of relevant work experience.
3. Excellent administrative and planning skills.
4. Experience of using accounting packages, as well as MS Office.
5. Impeccable, corruption free reputation and integrity.
6. Ability to keep deadlines and keen attention to detail.
7. Experience in NGO accounts/financial management.
8. Ability to maintain confidentiality.
9. Can take initiatives: get things done really well and fast.