



VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through two branches, in Moshi, Arusha, Manyara, Dodoma, Singida & Meatu.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

SUMMARY PROGRAM ACCOUNTANT JOB DESCRIPTION AND SPECIFICATIONS.
REF.NO: HTZ PA-01/2025 (02) POSTS.
LOCATION:ARUSHA

1. JOB SUMMARY – PURPOSE.

The position is responsible for financial management of assigned projects through effective coordination of grants for compliance with policies and procedures, and existence of effective systems; review of grant proposals/grant applications; and ensuring compliance with donor terms and conditions. The position also ensures timely disbursements of funds for program work, qualitative financial donor reporting and effective management of close-outs. It ensures adherence to professional standards as well as the organization's policies, procedures, structures and systems.

2. DUTIES AND RESPONSIBILITIES

- T1. Responsible for all accounting processes and transactions and financial management relating to assigned projects; ensuring accuracy, timely data update and reconciliation.
- T2. Ensure that invoices received relating to the projects reconciles to purchase orders, and matching receipts to purchase orders before forwarding for processing.
- T3. Maintain an updated overall project Expense Posting Schedule to ensure there is sufficient liquidity before expenses are incurred.
- T4. Prepare monthly financial donor and management reports, analysing monthly project variances of actuals vs budgets, giving notes and advice where applicable.
- T5. Offer professional assessment of financial matters relating to assigned projects and advice on ways of improving overall project performance.
- T6. Carry out trial balance analysis to guarantee correctness of the balances, coding and transaction management
- T7. Carry out analysis of quotations and expense requests from branches to ensure that expenses incurred are in line with contractual terms of the project.
- T8. Undertake monthly analysis of project budgets to ensure they are relevant and reflect project implementation progress taking into consideration any expected changes and assumptions in the short-term forecasts.
- T9. Receive, verify and approve payment claims and supporting documents.
- T10. Prepare and submit projects reports for management and donors as per schedules for information and decision making.
- T11. Verify and approve all bank reconciliations, stationery and fixed assets schedules from the branches
- T12. Offer project financial management advice to Operations team including ways of improving overall project financial performance.

- T13. Support internal and external audit processes in relation to assigned projects and ensure audit requests are delivered as required.
- T14. Develop and maintain effective working relationships with Operations team, Finance team and all stakeholders
- T15. Maintain safe use and custody of passwords for computerized accounting systems.
- T16. In charge of all fixed assets posting, verify stationeries and review fixed assets schedules from the branches including disposal and monthly depreciation reports.
- T17. Facilitate training and capacity building of staff on donor funding management.
- T18. Maintain safe and proper record keeping by filling source documents, vouchers and any other supporting accounting documents for future references.
- T19. Ensure that the organizations' assets and resources are safeguard from financial loss through by maintaining strong internal systems and controls.
- T20. Ensure effective supervision of staff including support to recruitment, coaching and mentoring, performance management, and timely handling of grievance and disciplinary issues.
- T21. Facilitate and document budget reallocations/revision.
- T22. Perform any other duties as may be assigned by the Supervisor from time to time.

3: KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)

- a. **Level of Education/Academic Qualification**
 - University Degree in any of the following disciplines: Commerce, Accounting, Finance, Business Administration, Strategic Management or any related areas.
- b. **Specialized Training/Professional Qualifications**
 - Professional qualification such as CPA (T).
 - Knowledge of general risk management and business management.
 - Active member of the Institute of Certified Public Accountants of Tanzania
- c. **Competencies/Abilities/Skills Required**
 - Proven experience in financial management, grants management and auditing.
 - Working knowledge of computerized accounting and other computer application packages
 - High level of integrity to be able to handle assets, cash and cash related transactions.
 - Good interpersonal skills to be able to relate to people of diverse backgrounds.
 - Good analytical skills and attention to detail.
 - Basic auditing skills
 - Effective communication both oral and written in English and Kiswahili and report writing skills.
 - Good organizing skills.
- d. **Relevant Work Experience**
 - At least 3 years' experience in a similar position.

Application process

Qualified and interested candidates should forward a cover letter and CV, citing the **Position** and **Reference Number** to careers@handinhandea.or.tz on or before close of business by **07th July, 2025**. **only shortlisted candidates will be contacted.**

Website: <http://handinhand-ea.org/>

PO Box 7152 Arusha.

Tel. +255 27 254 7559

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Hand in Hand Eastern Africa - Tanzania

Giving Hope, Dignity and Choice

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