

Job Title	Finance Manager
Location	Dar es Salaam, Tanzania (with regular travel to seascapes: Kilwa, Tanga, and other field locations)
Reporting	Executive Director (ED)
Type of Position	Fixed
Grade and Salary	Grade E and Salary AFO 7
Contract Type	1 Year, Renewable
Start Date	Immediately
Background.	<p>Action for Ocean (AFO) is a youth-led NGO founded in 2016 and formally registered in 2017 under the NGO Act No. 24 of 2002 of the United Republic of Tanzania. In 2025, we rebranded as Action for Ocean to broaden our reach, influence, and innovation in marine conservation and climate resilience.</p> <p>We operate at the intersection of community-based conservation, sustainable aquaculture, and the blue economy—empowering youth and women, advancing research, and supporting climate-smart livelihoods.</p> <p>Our work contributes directly to the Sustainable Development Goals. At AFO, people are our greatest asset, and we are guided by values of transparency, accountability, teamwork, and innovation.</p>
Job Summary	<p>The Finance Manager is AFO's senior steward of financial strategy, controls, and compliance. As a member of the Senior Management Team (SMT), the role ensures that AFO's resources are planned, protected, and deployed to maximise impact across multi-site, multi-donor programmes. The Finance Manager leads a small but high-performing team responsible for: budgeting and forecasts; grant and donor compliance; monthly close and management reporting; cash and treasury; statutory and audit; and systems and process excellence. The role partners with the ED and SMT to support organisational growth (indicatively ~USD 1.5M in 2025, scaling toward ~USD 3M in 2026 and ~USD 5M in 2027) by building robust financial architecture, clear cost-recovery mechanisms, and decision-ready insights.</p>

<p>Key Responsibilities:</p>	<p>Roles and responsibilities</p> <p>1) Strategic Finance Leadership & Governance</p> <ul style="list-style-type: none"> • Serve on the SMT; contribute to strategy, annual planning, and organisational risk management. • Own AFO's Finance Policy & Procedures Manual, Delegation of Authority (DoA), and internal control framework; update annually and whenever donor or statutory rules change. • Establish and chair a monthly Finance & Compliance Review with Programs, MEL, and Operations to align burn rate, deliverables, and risk. • Provide the Board/Finance Committee with quarterly financial packs (P&L by donor and cost centre, cashflow, risk register, KPI dashboard). <p>2) Planning, Budgeting & Forecasting</p> <ul style="list-style-type: none"> • Lead the annual budgeting cycle (bottom-up by project/seascape; top-down guardrails). • Deliver rolling forecasts (quarterly reforecasts; 12- to 24-month cashflow outlook). • Model scenarios (FX, pipeline realisation, cost-recovery rates, program scale). • Set and monitor overhead recovery and indirect cost rate; align proposal budgets with required cost-recovery. • Build simple self-serve templates (Google Sheets/Excel) for Program Leads to plan and track spend. <p>3) Grants, Donor Compliance & Sub-Awards</p> <ul style="list-style-type: none"> • Pre-award: support proposal budgets, cost narratives, pricing of staff time/overheads, and donor due diligence (KYC, financial capacity statements). • Post-award: maintain grant files; map donor rules into a Compliance Matrix (allowability, procurement thresholds, exchange-rate treatment, cost-share/match).
-------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Produce accurate, timely donor financial reports; reconcile to the GL and to program outputs; coordinate with MEL for results-linked reporting.
- Manage sub-awards and implementing partners (IPs): financial capacity assessments, budgeting, IPA/MoU clauses, advance/liquidation controls, partner coaching, and site spot checks.
- Prepare for and coordinate donor audits and reviews; ensure findings are closed promptly with corrective action plans.

4) Accounting, Monthly Close & Management Reporting

- Own the Chart of Accounts and segment structure (recommended segments: **Fund/Donor, Project/Activity, Seascape/Location, Natural** [account type], **Cost Centre/Department**).
- Issue a **Monthly Close Calendar** (target close by 10th working day) with responsibilities (cut-off, accruals/deferrals, prepayments, payroll journal, FX revaluation, bank/mobile-money/cash reconciliations, intercompany/advance clearances, fixed-asset register & depreciation, inventory where applicable).
- Deliver management accounts and dashboards: P&L by donor and cost centre, BvA with narrative, cashflow statement, burn-rate and runway, unit-cost insights.
- Maintain accurate and auditable documentation (voucher packets, approvals, bid docs, contracts, delivery notes, ToRs, timesheets, partner liquidations) per retention policy.

5) Treasury, Cash & Banking

- Maintain a **13-week cashflow** and 12-month liquidity plan; recommend fund transfers and FX conversions.
- Manage banking relationships, signatories, and payment workflows (maker-checker-approver segregation).
- Govern mobile-money and petty cash across field sites with daily limits, imprest cycles, and surprise counts.

	<ul style="list-style-type: none"> • Protect value through prudent FX management (e.g., netting, staggering conversions, donor-permitted hedging protocols). • Track Days Cash on Hand and alert SMT to projected shortfalls or surpluses, proposing actions. <p>6) Statutory, Regulatory & Audit (Tanzania)</p> <ul style="list-style-type: none"> • Ensure timely filing/payment of TRA taxes (PAYE, WHT, SDL, VAT if registered), NSSF and WCF contributions, and other statutory obligations. • Coordinate annual organisational audit; deliver draft FS and audit schedules; resolve management-letter issues within agreed timelines. • Maintain compliance with NGO regulations and other applicable laws; support donor-imposed compliance (e.g., procurement, asset management, conflicts of interest, sanctions screening). <p>7) Procurement & Value for Money (Financial Oversight)</p> <ul style="list-style-type: none"> • Provide financial oversight of procurement processes (thresholds, quotations/tenders, bid evaluation, contract management) to ensure economy, efficiency, and integrity. • Validate capex justifications and life-cycle cost analyses; ensure asset tagging, custody logs, and disposal procedures. • Support vendor onboarding, due diligence, and performance reviews in collaboration with Operations. <p>8) Payroll & People Partnership</p> <ul style="list-style-type: none"> • Oversee payroll review, reconciliations, timesheets, and statutory deductions; ensure confidentiality and accurate allocation to projects. • Partner with People & Culture on compensation reviews, advances/loans policy, travel/per diem policy, and staff welfare schemes.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



- Embed duty-of-care, safeguarding, and anti-harassment finance procedures (e.g., anonymous expense channels, whistleblowing hotline routing).

9) Systems, Data & Automation

- Administer the accounting system (e.g., QuickBooks/Sage/Xero) and related tools (expense management, procurement, payroll, banking integrations).
- Maintain user-access controls, audit logs, and data backups; ensure adherence to data-protection standards.
- Drive automation for efficiency and accuracy (imports, bank feeds, templates, lookup tables, validation).
- Enable BI/reporting (e.g., Google Looker Studio/Power BI) for dashboards that tie finance to program outputs.

10) Risk Management & Internal Controls

- Maintain a financial risk register; test controls; conduct site spot checks and cash counts.
- Train staff on fraud red flags, conflicts of interest, and expense allowability.
- Oversee whistleblowing/intake channels for finance matters and ensure non-retaliation.

11) Capacity Building & Cross-Functional Support

- Build financial literacy among Program/Seascape Leads (BvA ownership, donor rules, forecasting).
- Develop clear growth plans and succession for the three direct reports; conduct quarterly performance conversations.

12) External Relations

- Liaise with auditors (external and donor), bankers, and key vendors; represent AFO finance in donor meetings as needed.
- Provide finance inputs to fundraising, concept notes, and due diligence questionnaires.

Additional responsibilities	<ul style="list-style-type: none"> • Project Management and Evaluation: • Actively manage program budget, internal coordination processes, team meetings, etc. • Duties and Responsibilities • Oversee the work of field teams and provide guidance and support to staff during implementation • Monitor and document progress toward programmatic goals • Manage the program budget and ensure that all expenditures are within limits • Review and write narrative reports on the program's activities and progress • Support procurement processes and review of deliverables from consultancies • Represent the organization to external stakeholders, including government agencies, donors, and other NGOs • Maintain close communication with the donor and represent AFO at official events when required
Experience & Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or related field; Master's an advantage. • Professional certification: CPA(T), ACCA, or equivalent — required. • 7+ years' progressively responsible experience, including ≥3 years leading a small finance team in a grant-funded NGO or similar environment. • Demonstrated success with multi-currency accounting (TZS/USD/EUR), donor compliance, and external/donor audits. • Advanced Excel/Google Sheets; proficient with accounting systems (QuickBooks, Sage, or Xero) and BI/reporting tools (e.g., Looker Studio/Power BI). • Strong understanding of IFRS/IPSAS, Tanzanian statutory requirements (TRA, NSSF, WCF), and procurement good practice.

Competencies & Attributes	<ul style="list-style-type: none"> • Leadership & Collaboration: Builds trust, clarifies roles, sets standards, and coaches for performance. • Analytical & Systems Thinking: Designs scalable processes, links finance to program outcomes, communicates insights clearly. • Integrity & Judgement: Models ethics, protects assets, escalates issues promptly, and balances compliance with enablement. • Communication: Clear, concise, and tailored to non-finance audiences (English and Swahili).
Work Conditions & Travel <ul style="list-style-type: none"> • Based in Dar es Salaam with travel to seascapes and partner sites (~20–30%). • May require occasional evening/weekend work during audits/reporting cycles. 	
Safeguarding, Ethics & DEI <p>AFO is committed to safeguarding and an inclusive workplace free from discrimination and harassment. All offers are subject to reference checks and a clean background check. We strongly encourage applications from qualified women and candidates from coastal communities.</p>	
Compensation & Benefits <p>Competitive and commensurate with experience, aligned to AFO's salary bands and benefits (e.g., statutory pension/NSSF, medical cover, and applicable allowances). Exact package shared with shortlisted candidates.</p>	
<p>Application process: All applications should be submitted through this link. (Click link)</p> <p>AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.</p> <p>The deadline for applications is: 14th September, 2025</p> <p>NOTE:</p> <p>Applications for this post will be reviewed on a rolling basis due to the urgent need to fill this position. Interested candidates are encouraged to apply as soon as possible, as the role may be filled before the deadline.</p>	

