

1.1.1 Senior Officer - Finance and Accounts

JOB PROFILE - SENIOR OFFICER - FINANCE AND ACCOUNTS

Job Title	Senior Officer - Finance and Accounts	Function/ Department	Finance and Administration
Job Group	Senior Officer	Reports To	Manager - Finance and Accounts
Job Grade		Location	HQ - Dar es Salaam

Main Purpose of the Job (Job Summary)

The Senior Officer - Finance and Accounts role is to ensure the smooth functioning of the finance unit and maintain accurate financial records within the Trust. Reporting directly to the Manager - Finance and Accounts, the role holder will oversee a range of responsibilities including financial reporting, budgeting, cash flow management, tax accounting and internal controls paying meticulous attention to detail, analyzing financial data and applying a collaborative approach to drive the achievement of the Trust's financial success.

Main Responsibilities

1. Directly report to the Finance and Administration Manager to ensure the efficient operation of the unit, including supervision and coaching of staff within the unit.
2. Oversee all aspects of finance and accounting related matters within the Trust.
3. Manage and control all account ledgers.
4. Manage all matters related to tax accounting and compliance.
5. Maintain accurate and up-to-date accounts and prepare financial reports for both internal and external stakeholders.
6. Assist in the preparation and revision of budgets and ensure adherence to budgetary controls.
7. Review and propose revisions to the chart of accounts as needed to improve financial reporting accuracy.
8. Maintain the accounts manual and distribute updates as well as amendments to relevant teams.
9. In charge of audit from planning to reporting (both internal and external).
10. In charge of compliance with Financial Reporting Standards and TFRS-1.
11. Collaborate with external auditors and prepare financial reporting to ensure compliance with International Public Sector Accounting Standards (IPSAS).
12. Verify that all payments and orders are properly authorized and comply with the Trust's policies and procedures.
13. Implement and monitor internal controls to safeguard assets and maintain financial integrity.
14. Prepare monthly financial reports and its supporting schedules to track and analyze financial performance.
15. Perform monthly reconciliations of accounts to ensure accuracy and integrity of financial data.
16. Prepare quarterly, semi-annual and annual financial statements in accordance with regulatory requirements.
17. Generate annual accounts reports as requested by stakeholders, ensuring transparency and accuracy.
18. Undertake any other relevant duties necessary for the efficient financial management of the Trust.

Critical Success Factors for the Job

JOB SPECIFICATIONS	Key Competencies	Relevant Experience
Academic Qualifications 1. Bachelor's degree in finance, Accounting, Economics or related field.	1. Demonstrated expertise in financial management, including budgeting, financial analysis,	1. Minimum of five (5) years of experience in finance and accounting roles.

<p>2. Professional accounting designations ACCA or CPA-T are required.</p> <p>3. Professional accounting designation IPSAS or Masters in Finance and related field will be an added advantage.</p>	<p>forecasting and reporting, ensuring sound decision-making and resource optimization.</p>	<p>2. Experience in financial analysis, forecasting, budgeting and reporting.</p>
<p>Functional Skills</p> <ol style="list-style-type: none"> 1. Excellent communication and interpersonal skills 2. Financial reporting skills 3. Budgeting skills 4. Risk management skills 5. Strategic thinking skills 6. Financial analysis and forecasting skills 7. Problem-solving skills 8. Financial report writing skills 9. Planning and organizational skills 10. Time management skills 	<ol style="list-style-type: none"> 2. Good written and verbal communication skills to convey complex financial information clearly and effectively to stakeholders at all levels, facilitating understanding and informed decision-making. 3. Proven track record of identifying, analyzing and resolving financial issues and discrepancies, contributing to the overall efficiency and effectiveness of financial operations. 4. Outstanding analytical prowess coupled with a knack for effectively solving intricate financial challenges. 5. Strong interpersonal skills enabling successful collaboration with colleagues across departments and levels, fostering a cohesive and productive work environment. 6. Exceptional attention to detail and accuracy in financial data management, ensuring precision in reporting and compliance with regulatory standards. 7. Ability to adapt to evolving financial regulations, technologies, and organizational priorities, maintaining agility in responding to changing business needs. 8. Proactive and self-motivated, with the ability to work both independently as well as part of team and thrive in a fast-paced, dynamic environment. 	<ol style="list-style-type: none"> 3. Previous exposure to financial audit, risk management and compliance activities. 4. Prior experience in a senior or supervisory role and industry-specific experience will be an added advantage.

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| | <ol style="list-style-type: none">10. Proficiency in utilizing accounting software and advance proficiency in Microsoft Excel for data analysis, reporting, and financial modeling, leveraging its functionalities for comprehensive and insightful financial reporting thus enhancing efficiency and effectiveness in financial operations.11. Commitment to upholding the highest standards of ethical conduct and integrity in financial management practices, ensuring transparency, accountability, and compliance with regulatory standards.12. Drive for results and commitment to achieving financial targets and objectives, with a focus on delivering value to stakeholders and contributing to the overall success of PASS Trust Tanzania. | |
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**NB: For technical support please contact Our ICT Personnel: +255772663566
(Whatsapp Only)**

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