



Terms of Reference:

Position: Finance Manager

Duration: Full time (Two-year renewable contract)

Location: Dar es Salaam, Tanzania

Start date: As soon as possible

Application Deadline: January 20th, 2026

1. Overview

Digital Opportunity Trust Tanzania (DOT TZ) is a locally-registered branch office of Digital Opportunity Trust (DOT), a Canadian charity with headquarters in Ottawa and operations spanning 12 countries. We are a vibrant youth-driven community of trailblazing social pioneers equipped with the necessary tools, knowledge, and networks to create opportunities and drive transformation within their communities. We strive to foster youth potential, bridge digital gaps across communities, and inspire young individuals to partake in an all-inclusive digital economy.

"Going Beyond - Partnering for a Youth-Led Future", a five-year innovative project launched in 2023, is scaling DOT's peer-to-peer model within four African countries - Côte d'Ivoire, Malawi, Tanzania and Zambia. Through capacity strengthening of Youth-led and Youth-serving organizations, the project equips youth with the tools and confidence to drive economic growth and social progress in their communities by providing comprehensive digital and business skills training, leadership development, and peer-to-peer learning.

The Finance Manager will play a crucial role in strengthening the financial management capacity of Youth-led and Youth-serving organizations in Zambia, Côte d'Ivoire, Tanzania and Malawi. This position will ensure compliance with DOT and Going Beyond financial policies and reporting standards, providing tailored support and guidance to partners.

2. Key Responsibilities

The Finance Manager will be responsible for a range of financial oversight, capacity building and reporting tasks, including:

2.1 Partnership Financial Management and Compliance

- Conduct thorough reviews of partner financial reports for accuracy and compliance with established financial policies and donor requirements.
- Validate fund requests and disbursements to partners, ensuring alignment with contract deliverables.
- Manage and ensure timely financial reporting from partners, initiating follow-ups as needed to address delays or discrepancies.
- Track budget versus actual spending for all partners, identifying variances and discussing these with partners to ensure effective financial management.
- Orient partners on financial matters, including new policies, reporting requirements, or specific donor guidelines.
- Liaise with the Regional Leads and Headquarters on all financial matters related to partner activities.

2.2 Capacity Building and Support

- Provide tailored capacity-building support to YLOs and YSOs on essential financial management areas, including budgeting, documentation, internal controls, and financial reporting. This may involve virtual or in-person sessions.
- Convene technical finance personnel meetings with partners to discuss action points, share best practices, and address common challenges.
- Attend virtual check-ins or conduct physical visits with partners in Tanzania, Malawi, Zambia and Côte d'Ivoire to provide direct support and build relationships.

2.3 Project Management and Quality Assurance

- Support regional technical and quality assurance processes related to financial management, contributing to the continuous improvement of financial systems and practices.

2.4 Monthly Reporting

- Review consolidated variance reports for YLOs and YSOs for the purposes of exception reporting.
- Reconcile YLO and YSO Accounts receivable balances.

3. Reporting Relationship

The Finance Manager will report to the Deputy Regional Director of Finance.

4. Qualifications, Experience and Competencies

Required:

- Must be based in Dar es Salaam, Tanzania
- Strong verbal and written skills in English
- A degree in accounting or finance with a professional qualification (e.g, ACCA or CPA)
- Minimum 7 years of work experience (specifically with donor funding)
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Work experience with MS Office applications and Google workspace
- Excellent analytical and numerical skills
- Good time management skills
- Strong ethics, results oriented with ability to manage confidential data
- Demonstrated experience in the preparation of financial reports
- Strong verbal and written communication skills
- Team player with the ability to work in a diverse environment with multiple stakeholders and across multiple countries

Application Process:

To apply, please submit your application through this Google Form, <https://forms.gle/YqMDLCsKeqpyo1BS6> by **January 20, 2026**.

A Google account is required to view this form and upload documents. While we appreciate all applications, only those shortlisted for an interview will be contacted.