



WE ARE HIRING

**FINANCE & ADMINISTRATION
OFFICER**

- Please apply through the Google Form ONLY. Applicant Must Have a Google Account To Access Form
- Duty Station: Dar es Salaam, Tanzania
- Deadline: 20th February 2026

APPLY NOW



Tanzania Startup Association

| www.tsa.co.tz

Introduction and Instructions

About Tanzania Startup Association (TSA):

The Tanzania Startup Association (TSA) is a dynamic, not-for-profit, membership-based organisation committed to advancing the startup ecosystem in Tanzania. We unite a diverse range of stakeholders, including startup companies, governmental bodies, entrepreneurship support organisations, capital providers, and learning institutions. Our mission is to advocate, drive, and lobby for policies and frameworks conducive to the growth and scalability of innovative startups, positioning Tanzania as a regional powerhouse in the global digital economy.

About the role:

This role leads TSA's finance and administration function (budgeting, reporting, payroll, compliance, audit readiness, and office administration). It also supports fundraising and sustainability work, including proposal budgeting, donor financial reporting, cost recovery logic, and commercial/project financial modelling for TSA's long-term sustainability.

Role Overview Key Responsibilities**Financial Management:**

- Oversee financial operations, including managing budgets of up to TZS 1 Billion, ensuring adherence to organisational and governmental financial policies.
- Implement and manage robust expenditure monitoring systems, providing detailed monthly variance analyses and actionable recommendations to management.
- Prepare and manage proposal budgets, aligning them with TSA's strategic objectives and operational plans.
- Meticulously manage TSA's cash flow requirements to facilitate the smooth operation of our projects and initiatives.

Accounting Functions:

- Establish and maintain strong banking relationships, ensuring the efficient management of TSA's financial resources.
- Conduct regular and comprehensive audits and spot checks to maintain accurate and up-to-date financial records.
- Efficiently manage debtors and creditors, ensuring transparency and timeliness in all financial transactions.
- Work closely with relevant teams to ensure a consistent and accurate alignment between stock reports and accounting records.

Administrative Duties

- Manage all aspects of office administration, including landlord relations, workspace planning, and replenishing office supplies.
- Maintain contracts with utility providers to ensure the smooth operation of TSA offices.
- Supervise accommodation and transport arrangements, ensuring they are efficient and cost-effective.

Core Competencies

- Innovation: Ability to develop and implement new and practical solutions to enhance TSA's financial and administrative processes.
- Leadership: Proven track record of positively influencing team dynamics and fostering a collaborative working environment.

- **Communication:** Strong skills in articulating complex financial concepts to diverse audiences within TSA, enhancing transparency and understanding across departments.
- **Delivery:** Consistent ability to meet deadlines and deliver high-quality work, even under pressure.

Technical Competencies

- **Analytical Skills:** Strong ability in interpreting financial data and making informed, strategic decisions
- **Problem-solving Skills:** Excellent problem-solving abilities, capable of identifying and resolving financial and administrative challenges independently.
- **Knowledge of Tanzania's Startup Ecosystem:** A sound understanding of the local startup landscape and its impact on TSA's operations and strategies.

Required Skills and Experience

- **Educational Qualification:** A bachelor's degree in Finance, Accounting, or a related field from a recognised university. Candidates with CPA or equivalent qualifications will be highly regarded.
- **Professional Experience:** At least 3 years of accounting experience, ideally within a donor-funded project or startup environment.
- **Technical Proficiency:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access) and experience with modern accounting software.
- **Language Proficiency:** Fluency in both Kiswahili and English, with strong written and verbal communication skills.

Additional Information

- TSA is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- This role offers a competitive salary package, health insurance, opportunities for professional development, and the chance to be part of a transformative initiative in Tanzania's startup ecosystem.
- The position is based in Dar es Salaam, Tanzania. Occasional travel within the country may be required for project-related activities.

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