



<b>Job Identification</b>	
Job Title	Finance and Administration Manager
Organisation	Tanzania Women Chamber of Commerce (TWCC)
Department	Finance and Administration
Reporting to	Executive Director
Employment Type	Full-Time
Duty Station	Dar es salaam

<b>About TWCC</b>
<p>The Tanzania Women Chamber of Commerce (TWCC) is the leading apex organization dedicated to promoting women's economic empowerment through entrepreneurship, business development, advocacy, and market access. Established in 2005, TWCC represents over 22,000 members and reaches more than one million women entrepreneurs across Tanzania through its regional chapters, sectoral associations, and strategic partnerships. TWCC works to create an enabling business environment that fosters inclusive economic growth and sustainable livelihoods for women and youth entrepreneurs.</p>
<b>Position Summary</b>
<p>TWCC is seeking an experienced, highly motivated, and results-oriented Finance and Administration Manager to provide strategic leadership in financial management, administration, procurement, and human resource administration. The successful candidate will ensure effective financial planning, compliance with donor and statutory requirements, efficient administrative systems, and sound organizational governance that support TWCC's strategic objectives.</p>
<b>Key Responsibilities</b>
<p><b>1. Financial Management</b></p> <ul style="list-style-type: none"><li>✓ Lead the preparation and implementation of annual budgets and financial forecasts.</li><li>✓ Develop and monitor organizational financial management systems, policies, and internal controls.</li><li>✓ Prepare accurate monthly, quarterly, and annual financial reports for management, the Board, donors, and regulatory authorities.</li><li>✓ Ensure compliance with International Financial Reporting Standards (IFRS), donor regulations, and Tanzanian statutory requirements.</li><li>✓ Manage cash flow, banking operations, payroll, taxation, and financial risk.</li><li>✓ Coordinate annual external audits and implement audit recommendations.</li><li>✓ Monitor project budgets and ensure proper utilization of donor funds.</li></ul> <p><b>2. Administration</b></p> <ul style="list-style-type: none"><li>✓ Oversee office administration, procurement, logistics, asset management, and inventory control.</li><li>✓ Ensure compliance with organizational policies and applicable laws.</li><li>✓ Supervise administrative staff and support efficient office operations.</li></ul>



- ✓ Maintain contracts, insurance, and organizational records.

### **3. Audit, Compliance and Risk Management**

- Develop, implement, and monitor effective internal control systems.
- Coordinate internal and external audits and ensure timely availability of audit documentation.
- Ensure implementation of audit recommendations and monitor corrective action plans.
- Ensure compliance with donor requirements, statutory regulations, tax laws, and organizational policies.
- Maintain an organizational compliance framework and risk register.
- Conduct periodic financial and operational risk assessments and recommend mitigation measures.
- Ensure timely submission of statutory returns and regulatory reports.
- Advise management on financial, compliance, and governance risks.
- Promote accountability, transparency, and ethical financial management across the organization.

### **4. Strategic leadership**

- ✓ Advise the Executive Director and Senior Management Team on financial planning and organizational sustainability.
- ✓ Participate in strategic planning, organizational development, and resource mobilization initiatives.
- ✓ Develop and strengthen financial and administrative policies and procedures.
- ✓ Promote a culture of accountability, transparency, and continuous improvement.

#### **Qualifications and Experience**

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- CPA (T), ACCA, or an equivalent professional accounting qualification is mandatory.
- A Master's Degree in Finance, Accounting, Business Administration, or a related field will be an added advantage.
- Minimum of five (5) years of progressive experience in finance and administration, with at least three (3) years in a managerial position.
- Experience working with NGOs, donor-funded projects, or membership-based organizations is highly desirable.
- Strong knowledge of Tanzanian tax laws, labour laws, procurement regulations, and donor compliance requirements.
- Proficiency in accounting software and Microsoft Office applications, particularly Microsoft Excel.

#### **Knowledge, Skills and Competencies Required**

- ✓ Excellent financial analysis and budgeting skills.



- ✓ Strong leadership, planning, and organizational abilities.
- ✓ High level of integrity and ethical conduct.
- ✓ Excellent communication and interpersonal skills.
- ✓ Strong analytical and problem-solving capabilities.
- ✓ Ability to work under pressure and manage multiple priorities.
- ✓ Commitment to women's economic empowerment and inclusive development.

### Application Procedure

Interested and qualified candidates should submit the following:

- A cover letter.
- A detailed Curriculum Vitae (CV).
- **Certified copies of academic and professional certificates.**
- Contact details of three (3) professional referees.

Applications should be addressed to the **Executive Director** and submitted via email to [recruitment@twcc-tz.org](mailto:recruitment@twcc-tz.org), with a copy to [info@twcc-tz.org](mailto:info@twcc-tz.org), no later than **20th July 2026**.

#### Address:

#### Executive Director

Tanzania Women Chamber of Commerce (TWCC)  
P.O. Box 5591  
Dar es Salaam, Tanzania

Only shortlisted candidates will be contacted.

TWCC is an Equal Opportunity Employer. Qualified candidates are encouraged to apply.