

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Senior Accounting Officer

Reports to: Assistant Finance Manager, Finance Manager

Location: Head Office, Dar es Salaam

Contract Duration: 1 Year (Contract extension is subject to funding availability, performance or/and mutual agreement).

Under the overall authority of the Finance Manager, and direct supervision of Assistant Finance Manager, the Senior Accounting Officer is responsible to ensure effective financial management, management of fund and controls as per accounting procedure and financial standards and regulations.

Duties and Responsibilities

- Manage and control project budget and annual work plan in Financial Management.
- Establish and implement financial procedures in line with organization accounting procedure and financial Manual.
- Prepare Bank Payment Voucher for all approved Budget Request with appropriate funding sources and working budget plans.
- Prepare Transfer letter and Income Voucher for the all remittance received in the period of time.
- Prepare monthly Finance report in accordance with the organization templates and requirements in every month.
- Perform monthly reconciliation of bank accounts, prepayment and payables.
- Ensure budget management tool has updated information all the time and effectively identifying, preventing, detecting, and correcting non-compliance with internal policies and other financial management requirements.
- Lead development, monitoring and review of accurate budgets and track expenditures using cost-performance monitoring mechanisms to ensure prevention of over or under expenditure, monitor variances, and take actions as appropriate.
- Establish financial controls are in place and adhered to, ensuring proper safeguards of funds and ensuring compliance with established award terms and conditions, as well as GNTZ financial, accounting and administrative policies.

- Provide direction, advice and support to Functional Stream leads, including the preparing, review and approval of complex transactions.

Qualification, experiences and competencies

- A University Degree/Advanced diploma in accounting or a related field.
- Minimum 5 years work experience in donor funded project and financial management.
- Ability to work with accounting software such as QuickBooks.
- Experience in financial reporting requirements.
- Strong collaboration, communication and interpersonal skills.
- Exceptional time, task, and resource management skills.
- Strong problem solving, critical thinking, verbal and written communication skills.
- Computer proficiency in MS Word, Excel, Power point.

Other Competencies/Attributes:

- Ability to present complex accounting information in an easy-to-understand format.
- Excellent arithmetic and mathematical skills.
- Ability to multi-task, flexibility, adaptability to transitions.
- Good motivational organizational skills.
- Perform other duties as may be required.
- Teamwork and working with Other.

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 02nd January, 2024.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees **(one should be current or previous employer)**.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.