

## **Job advertisement DVV International Tanzania Regional Finance Manager**

**Job Title:** Regional Finance Manager

**Job Type:** Full-Time

**Location:** Dar es Salaam

**Start:** Immediately

**Salary:** 4.000 000 TZS – 4.500 000 TZS

**Deadline of submission:** 28<sup>th</sup> April 2025

DVV International (DVV I) is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. As the leading professional organization in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. Its vision is to fight poverty through education, lifelong learning and support to development. For finance and admin operations DVV international is looking for a suitable candidate for the position Country Project Account.

**Job Summary:** The **Regional Finance Manager**, under the supervision and management of the Regional Director East Africa DVV International, will be overseeing the finances and administration of the country projects in the region (Tanzania and Uganda), including working closely with the Finance Manager and Country Accountant in the two countries and supervising the project planning and budgeting, preparation of financial reports, maintenance of the accounts of the organisation in accordance with DVV International and donor guidelines, and ensuring that the NGO is in compliance in Tanzania and Uganda with all national fiscal requirements in relation to tax, etc., overseeing staff payroll processes, and ensuring quality and timely annual audit processes. Overseeing the NGO and statutory compliance for Tanzania Office. Supervision and oversight of all Finance and Admin related tasks and responsibilities in the office. In this respect, the Regional Finance Manager has a supervisory role towards the Country Project Accountant.

### **Responsibilities**

#### **Managing of Finances and Administration**

- Examination of fund request of the countries in the region.
- Monitoring and controlling of regular call for funds in the region.
- Notification to the Regional Director and Finance Officer in Bonn in the event of significant exceedance/undershooting of the call for funds from respective country.
- Overseeing the monitoring of expenditure according to the annual plan.
- Overseeing the file management, especially regarding permanent files, receipts, contracts, personnel files.
- Overseeing the NGO and statutory compliance for Tanzania Office.
- In consultation with the Regional Director setting up and maintaining reliable financial controlling system and process in the country and region.

- Third-party funded projects: Overseeing the preparation of budgets, financial monitoring and interim and expenditure records in Tanzania and monitoring the preparation of budgets, financial monitoring and interim and expenditure records in the region.
- Leading and monitoring the overall function of finance office for all related financial and admin matters under the supervision of the Regional Director.
- Oversight of financial reports submitted by international organizational partners, and advances of funds to partners to ensure compliance with the financial and partner regulations.

#### **Audit**

- In the region for internal auditing, examination of annual plans regarding financial management aspects
- Timely review of the monthly accounts of all sub-projects in the region (according to MARILI), guidance of the country accounts for corrections, then release and transfer to the head office for review, in consultation with processing correction and closing of the month.
- Ensuring that final reports of external audits are submitted in a timely manner to donors by managing the preparation of all documentation and processes to facilitate external audits and accompanying the work of auditors as well as investigating and responding to their findings and recommendations.
- Overseeing the calculation of all applicable taxes on the financial transactions of the organisation and ensuring that the organisation is at all times in compliance with the requirements of the Tanzanian Revenue Authority.

#### **Organisational Accounting (in accordance to the organisation's and donor guidelines)**

- To ensure monthly financial indicators are computed and reported timely, accurately.
- Overseeing maintenance of all financial files, archives and the issuance of financial information in line with the Management Guidelines of the organisation.
- Overseeing all the payments made by the accounting check correctness in detail and sign on the documents.
- Overseeing monthly inputting of all financial transactions of the organisation's project funds to the Winpaccs accounting software
- Responsibility for all bookkeeping and accounting processes of the organisation.
- Overseeing payment of monthly staff salaries.
- Overseeing procurement procedures in line with Tanzanian national procurement regulations.
- Monitoring the cash flow of the organisation, including bank accounts, petty cash funds and advance payments to partners.

#### **Training**

- Regular missions to the offices in the region, for staff training, financial administrative procedures, compliance with MARILI, uniform procedures
- If necessary, support of the offices in financial administration training of the partners

Applicants should send their CVs with contact information for three traceable referees, with a motivation letter to [fheinze@dvv-international.co.tz](mailto:fheinze@dvv-international.co.tz) indicating position and reference number in the subject field. Only applications sent to this email address will be accepted. Only shortlisted candidates will be contacted. Interviews will take place 2<sup>nd</sup> to 7<sup>th</sup> May 2025.

Closing date for receiving applications is **28<sup>th</sup> April 2025**