

## **Job advertisement DVV International Tanzania Country Project Accountant**

**Reference Number:** DVV/CPA/072025

**Job Title:** Country Project Accountant

**Job Type:** Full-Time

**Start date:** 15<sup>th</sup> September 2025

**Location:** Dar es Salaam

**Salary:** 3,000,000.00 TZS – 3,300,000.00 TZS (Gross Payment)

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 for more than 50 years. For finance and admin operations DVV international Tanzania is looking for a suitable candidate for the position Country Project Accountant.

**Job Summary:** The **Country Project Accountant**, under the supervision of the Regional Finance Manager and management of the Regional Director East/ Horn of Africa DVV International, will be handling the day-to-day financial accounts and admin tasks of the organisation, including working on project planning and budgeting, preparing financial reports, maintaining the accounts of the organisation in accordance with DVV International and donor guidelines, supporting partners to ensure financial compliance, managing staff payroll processes, and working on annual audit processes.

### **Responsibilities**

#### **Project budgeting and Financial reporting**

- Supporting the preparation of annual budget and monthly/quarterly forecasts.
- Contributing to the development of budgets for project activities and funding proposals
- Supporting the regular monitoring of the balance of funds of the project and secure the liquidity position of the organization.
- Ensure all relevant finance documents are sent to HQ on regular basis.
- Assist the Regional Finance Manager in the function office for all other related financial matters and where necessary.

#### **Organisational Accounting** Maintaining of all financial project related files.

- Ensure security of items in the store and ensure the inventory list.
- Monthly inputting of all financial transactions to the accounting software.
- Post daily transaction to accounting system, check payment voucher and journal, petty cash payment voucher.
- Prepare payment of monthly staff salaries.
- Manage procurement procedures in line with Tanzanian national procurement regulations.

## **Annual Audit/Reporting and Compliance**

- Support the facilitation of external audits (preparation, accompanying the work of auditors, timely reporting).
- Support correct administration of funds to third parties/project partners and supporting partners to ensure financial compliance.
- Maintaining close contact with partners of the organisation and providing guidance and training on financial procedures and requirements, as necessary.
- Support that the organisation is always in compliance with the requirements of the Tanzanian Revenue Authority.

## **Education and Qualifications**

- University degree in Business Administration/Accountancy from a reputable university
- Qualification of ACCA or CIMA will be an added advantage

## **Requirements**

- At least 4 years' experience working in a similar position with INGOs in a development-related field.
- Experience in IPSAS accounting and reporting system.
- Profound knowledge and understanding of Tanzanian bureaucratic, tax and admin related structures and regulations.
- Project experience of working with Civil Society and governmental partners.
- Accounting experience with international donor funding, preferably EU, BMZ.
- Good knowledge of computerized accounting software.
- Excellent computer literacy, strong working knowledge of Microsoft Office

## **Characteristics**

- Ability to work independently with high responsibility in finishing tasks in time
- Ability to work in a team and provide support and guidance
- Ability to work with partners to build capacity in financial literacy and skills
- Ability to work under pressure and to deadlines
- Excellent planning, analytical and organizing skills and strategic thinking
- Open minded, takes initiatives and embraces change

Applicants should send their CVs with contact information for three traceable referees, with a cover 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. Closing date for receiving applications is **14<sup>th</sup> August 2025**.

Written interviews will take place in the week from 25<sup>th</sup> August 2025.

Verbal Interviews in the week from the 1<sup>st</sup> September 2025.