



JOB DESCRIPTION

POSITION: FINANCE OFFICER

TYPE OF POSITION: INTERNSHIP

LOCATION: IRINGA

About Afyaplus Organization:

Afyaplus is a non-profit organization operating under the NGO Act 2002, focusing on disease prevention and control through Water Sanitation and Hygiene (WASH) initiatives, as well as empowering adolescents and young women. In Tanzania, there is a gap in social and economic services such as health, education, water, sanitation, and nutrition, prompting the government to call for assistance from individuals, groups, and communities. Recognizing the potential of health and community development professionals to address these challenges through community involvement and participation, Afyaplus aims to mobilize these resources to provide essential services for the welfare and development of all Tanzanians.

Position Summary

As a Finance Officer Intern, you will be an integral part of our finance team, supporting various financial tasks and contributing to the overall financial goals of Afyaplus organization. You will be required to perform various financial operations, including but not limited to, budgeting, financial reporting, accounts payable/receivable, and financial analysis and other activities assigned by the supervisor.

Major Responsibilities

01. Planning and Budgeting

- Assist the Program Accountant to ensure project planning and budgeting work schedule to meet the requirements/deadlines of donors and other relevant stakeholders.
- Support the Program Accountant & program/ project team to ensure program/project budgets are clear and aligned with project goals and

outcomes, by giving due consideration to Afyaplus Finance Policies and donor regulations.

02. Accounting

- Prepare and process bank deposits/withdrawals and petty cash payments
- Prepare vouchers, and process invoices for payment.
- Post transactions to the general ledger/voucher interface.
- Track balance sheet accounts, reconcile, and clear on a monthly basis.
- Review employee expense reports and code appropriately.
- File accounting-related documents for easy retrieval.
- Ensure timeliness, completeness, and accuracy in all accounting documents.
- Update fixed asset registration, tagging, reconciliation, and reporting.

03. Reporting and Compliance

- Assist program/project team in preparing budget vs. actual variance explanations report.
- Contribute to the development of financial monitoring system, analyzing and sharing financial reports/ information.
- Identify key donor requirements and communicate to the program/project team.
- Support compliance with key Finance requirements.

04. Risk Management and Internal Controls

- Support adherence to proper internal control system by the program/project team.
- Promote and practice transparency and integrity for good stewardship of resources.
- Communicate to appropriate people the potential risk observed in the program implementation.
- Assist the Program Accountant in taking corrective actions/measures on audit recommendations and regularly monitor progress, in partnership with partner finance departments.

05. Staff Capacity Building

- Assist the Program Accountant in conducting orientation on finance policies and procedures for newly hired staff

Qualification: Education/ Knowledge/ Technical Skills and Experience

- Bachelor in Accounting and finance or other related fields.
- Solid Knowledge of accounting principles, financial systems, budget/cash-flow monitoring, and internal accounting controls
- At least 2 years' experience in finance, accounting/bookkeeping activities, auditing, business administration, or related field.
- Experience and proficiency in financial software and reporting systems
- Self-guided, strong organizational and planning skills; ability to work independently and under pressure
- Proficiency in Microsoft Office programs including Excel and Word
- Good written, and oral communication and facilitation skills
- Able to work in a cross-cultural environment with a multi-national staff.
- Capacity to function well in a team and contribute effectively to team efforts.
- Knowledge of and work experience with government grant regulations and financial reporting requirements preferred.

Application closing date: 15th March 2024

Method of application

Interested and qualified candidates should send their Application Letter and Curriculum Vitae as one attachment to: hr@afyaplustz.or.tz with the Job Title as the subject of the email.

Note

- Afyaplus organization is an equal opportunity employer and does not discriminate on the basis of race, religion, gender, or disabilities.
- Applications not sent in the required format will not be considered
- Only shortlisted candidates will be invited for assessment and interview.
- Qualified female candidates are strongly encouraged to apply.