



**Afyaplus  
Organization**

**30<sup>TH</sup> DECEMBER, 2024**

# Job Description

## Assistance Finance Officer





**JOB TITLE:** ASSISTANT ACCOUNTANT

**REPORTS TO:** EXECUTIVE DIRECTOR

**POSITION TYPE:** FULL-TIME

**LOCATION:** Afyaplus Headquarters, Iringa, Tanzania

**APPLICATION DEADLINE:** January 15, 2025

### **ABOUT AFYAPLUS ORGANIZATION;**

Afyaplus is a non-profit organization operating under the NGO Act 2002, committed to improving public health through Water, Sanitation, and Hygiene (WASH) initiatives, Nutrition, as well as Adolescent and young women empowerment. In Tanzania, many communities face significant challenges in accessing essential services such as clean water, sanitation, education, and healthcare. Afyaplus strives to address these gaps by mobilizing resources, partnering with local communities, and advocating for sustainable change. By fostering behavior change, Afyaplus promotes improved hygiene practices, disease prevention, and social inclusion, with a particular focus on uplifting adolescent girls and young women to ensure a healthier and more empowered society.

### **POSITION OVERVIEW:**

As an **Assistant Finance Officer**, you will play a role in supporting the financial operations of Afyaplus Organization. Working closely with the finance team, you will ensure the accuracy, integrity, and compliance of financial processes, contributing directly to the organization's mission of improving Water, Sanitation, and Hygiene (WASH), nutrition, and women's empowerment.

You will assist in performing essential financial tasks, including but not limited to budgeting, financial reporting, accounts payable and receivable, payroll processing, and maintaining financial records. Additionally, you will contribute to financial analysis and audits, ensuring compliance with organizational policies and donor requirements.

In this role, you will also support the preparation of periodic financial reports, assist in financial forecasting, and collaborate with other departments to streamline financial processes. You will be expected to handle tasks with professionalism, confidentiality, and a commitment to Afyaplus' core values.

## **KEY RESPONSIBILITIES:**

### **1. Financial Reporting and Documentation**

- i. Prepare and maintain accurate financial records, ensuring compliance with organizational policies, international accounting standards, and donor requirements.
- ii. Assist in generating detailed monthly, quarterly, and annual financial reports, providing clear insights into financial performance for management and stakeholders.
- iii. Ensure all financial transactions are properly recorded and supported by valid documentation.

### **2. Budget Development and Monitoring**

- i. Collaborate with program teams to develop realistic and detailed budgets for projects and operational activities.
- ii. Regularly monitor budget utilization, track expenditures against approved budgets, and provide variance analysis to management.
- iii. Work closely with program managers to recommend corrective actions to address over- or under-spending.

### **3. Accounts Payable and Receivable Management**

- i. Process invoices, expense claims, and vendor payments in a timely and accurate manner, ensuring proper approvals are obtained.
- ii. Track receivables from donors and partners, ensuring funds are received as per agreed schedules.
- iii. Ensure timely reconciliation of receivables and payables to avoid delays or inaccuracies.

### **4. Grant and Donor Compliance**

- i. Ensure all financial activities align with donor requirements, funding agreements, and reporting timelines.
- ii. Maintain a thorough understanding of donor guidelines and work proactively to prevent compliance risks.
- iii. Collaborate with program teams to align spending with grant deliverables.

### **5. Bank and Cash Management**

- i. Assist in managing organizational bank accounts, ensuring accurate reconciliations are performed regularly.
- ii. Monitor cash flow and maintain appropriate balances in project accounts to ensure smooth operations.
- iii. Manage petty cash transactions, ensuring proper documentation, accountability, and reconciliation.

## **6. Payroll Processing**

- i. Assist in preparing and processing monthly payroll, including calculating statutory deductions, allowances, and benefits.
- ii. Ensure compliance with local labor laws, tax regulations, and internal HR policies.
- iii. Maintain confidentiality and accuracy in payroll records.

## **7. Audit and Internal Control**

- i. Support the preparation of audit schedules and documentation for both internal and external audits.
- ii. Ensure adherence to internal control procedures to safeguard financial resources and prevent fraud.
- iii. Actively participate in implementing recommendations from audit findings.

## **8. Statutory Compliance**

- i. Prepare and file tax returns, including VAT, income tax, and other statutory payments, ensuring compliance with local regulations.
- ii. Liaise with government agencies to address tax-related issues and maintain organizational compliance.

## **9. System and Data Management**

- i. Update accounting software and maintain accurate records within financial management systems.
- ii. Ensure the secure storage and proper organization of financial documents for ease of retrieval and audits. Periodically review data for accuracy, addressing any discrepancies promptly.

## **10. Capacity Building and Stakeholder Engagement**

- i. Provide training to non-financial staff on basic financial processes, budgeting, and compliance.
- ii. Engage with project partners and stakeholders, ensuring smooth financial coordination and reporting.
- iii. Support program teams in preparing financial aspects of funding proposals and donor reports.

## **11. Risk Management**

- i. Identify and address financial risks by ensuring proper documentation and reviewing financial processes.
- ii. Monitor adherence to NGO-specific risk management policies, including fraud detection and prevention.
- ii. Promote and practice transparency and integrity for good stewardship of resources.

## **12. Special Projects and Miscellaneous Tasks**

- i. Support special projects, such as financial capacity building for local partners or digitalizing financial processes.
- ii. Undertake additional administrative and financial responsibilities as assigned by the Finance Manager or supervisor.
- iii. Stay updated on best practices in NGO financial management and apply them to improve efficiency.

## **13. Any other duties assigned by Executive Director or any other supervisor:**

### **Key Qualifications:**

**Education:** Bachelor's degree in Accounting, Finance or a related field.

**Experience:** Minimum of 2 years of experience working as an Accountant, Finance Officer or any related,

### **Skills and Competencies:**

- i. Strong interpersonal and influencing skills to build and maintain partnerships with key stakeholders.

- ii. Strong team-working skills, with the ability to lead, coordinate, and motivate teams.
- iii. Experience in working on Non-Governmental Organizations.
- iv. Excellent verbal and written communication skills in both English and Swahili.
- v. Proficiency in Accounting and software.
- vi. Self-motivated person, able to work without close supervision.
- vii. Effectively promote Afyaplus’s mission values, and objectives.
- viii. Ability to multitask, manage competing priorities, and work effectively under pressure.
- ix. Commitment to Afyaplus’s values and a working style.

**Desirable Traits:**

- i. Experience in preparing and monitoring budgets & developing monitoring and reporting systems.
- ii. Knowledge of government policies and regulations on financial management and taxation.
- iii. IT literate and excellent knowledge and skills in using computer-based accounting systems and Microsoft Excel and Word packages.

**Application Process:**

Interested and qualified candidates should send their **Application Letter** and **Curriculum Vitae** with three professional references as one pdf attachment to: [hr@afyaplustz.or.tz](mailto:hr@afyaplustz.or.tz) with the Job Title as the subject line: *Assistant Accountant Application – (Your Name)*

**Note:**

- ❖ Afyaplus Organization is an equal opportunity employer and values diversity in its workforce. We encourage candidates of all backgrounds to apply.
- ❖ Only shortlisted candidates will be invited for assessment and interview.
- ❖ Applications not sent in the required format will not be considered

**Approval:**

Approved by:	Signature	Date
<b>Program Manager:</b>		
<b>Executive Director:</b>		