



CARRIER OPPORTUNITY- PRINCIPAL FINANCE & ACCOUNTING POSITION

The National Council of the People Living with HIV (NACOPHA) is a nonprofit organization dedicated to have a nation whereby People Living with HIV live a quality Life and enjoy all Basic Human Rights.

NACOPHA is seeking a candidate for principal finance/account position for its ongoing programs to be based in Dar es Salaam with some in country travels.

Position Summary: The Principal Finance & Accounting person is responsible for preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure, payments and other financial activities. S/He conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, and ensures that disbursements are in accordance with the budget and the NACOPHA's and/or donors Financial rules and regulations.

Functional Relationship: Develop and maintain effective, collaborative relationships with (internally-within the post) the Executive Director, Head of operations, Administration and HR; Head of Programs and All Official Staff of the NACOPHA; External (outside Post)-Vendors/Contractors, Donors, and partners/stakeholders.

Roles and Responsibilities: Finance and Accounting

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations;
- Perform finance analysis, reporting and management tasks;
- Oversee the validation of transactions and verification of their overall impact on the general accounts;
- Lay down and validate the accounting systems and tools;
- Review financial paperwork and procedures, provide recommendations and make necessary changes;
- Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documentation for all payments vouchers;
- Prepare payments, bank transfers and do the bank transactions
- Produce periodic financial reports and other financial documents for the management of the NACOPHA programs in accordance with the prevailing NACOPHA and/or Donor policies and procedures;
- Prepare financial reports for donor(s);
- Ensure timely and accurate monthly and year end (Fiscal year) closure of accounts, including bank reconciliation, and submit reports to the Chief Executive Officer as per prescribed deadlines;
- Prepare invoice to the projects for services and cost share
- Ensure account receivables and payables activities are performed accurately and timely;
- Settle amounts due, or recover outstanding receivables;
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues;
- Assist in designing, implementing, and maintaining audit-compliant internal financial controls;
- Prepare and coordinate financial audit;
- Ensure timely and effective follow up to audit observations and recommendations;
- Timely update the Chief Executive Officer on financial status of the organization;
- Protect NACOPHA assets through maintenance of asset register, internal control and audit procedures;
- Prepare staff payroll administrations, including fringe benefit computations.

- Assist the Grant Officer/Programme Officer in reviewing budget proposals of grantees and sub-contractors
- Ensure proper and complete documentation and filing for easy retrieval of all accounting related documents;
- Identify and provide feedback and suggestions to management related to improvements to the NACOPHA's policies, procedures, processes and financial systems and related programs;
- Track benefit accumulation for the NACOPHA staff and produce monthly summary;
- In collaboration with the Head of Operations, Administrative and HR, implement the NACOPHA's procurement of goods and services in accordance with the prevailing policies and procedures, obtain written requests for quotations, tracking items ordered, and maintain inventory control and contract tracking system; and
- Perform other duties as assigned by the Chief Executive Officer and the Direct Supervisor.

Person Specifications:

Education and Experience

- Professional Final Stage, a Bachelor degree in Accounting/Finance or equivalent with minimum of 5 years' relevant work experience. A postgraduate degree is an added advantage.
- Work experience from reputable accounting/auditing firms, international organizations or donor organizations

Qualifications and Technical Skill

- Ability to prepare and maintain the full set of accounts
- Knowledge and hands on experience with QuickBooks, Not for Profit Accounting Software
- Fluency in oral and written English
- Proficient in Microsoft office

Desirable

- Knowledge of local and international donor agency requirements and regulations

Personal Qualities

- High level attention to detail and accuracy
- Ability to follow through on tasks
- Flexible, creative, responsive, able to take initiative, open to learning
- Reliable
- Able to work within systems and procedures, work effectively in a small team environment involving the sharing of information and at times sharing workloads;
- Able to analyze and integrate potentially conflicting numerical, verbal and other data from a number of sources;
- Willing to demonstrate, apply and share expert technical knowledge across the organization;
- Able to work independently and multi-task and meet deadlines.
- High level of professional ethics and integrity

To apply: Email application cover letter, CV with referees contacts and copies of certificates to nacopha@nacopha.or.tz by **14th May 2019**. Applicants must include the POSITION TITLE in the subject line of the email. Indicate expected salary/monthly lump sum.

Only shortlisted/selected applicant will be contacted. NACOPHA does not use agents or require any form of payment in the recruitment process.

NACOPHA is proud to be an EEO employer.