

Amref Health Africa is an independent, non-profit, non-governmental organization (NGO) whose mission is "to improve the health of people by partnering with and empowering communities and strengthening health systems". Amref Health Africa has over 1000 employees throughout Africa with its headquarters in Nairobi, Kenya. Amref Health Africa has offices in Tanzania, Ethiopia, Kenya, Uganda, and South Africa, Malawi, Zambia, South Sudan and Senegal and a number of offices in Europe and North America for fundraising.

Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, New-born and Child Health, Water and sanitation, e learning programme and clinical outreach. Amref Health Africa -Tanzania has the following vacancy:

**1. VACANCY POSITION: HEAD OF FINANCE**  
**LOCATION: DAR ES SALAAM**  
**REPORTS TO: COUNTRY DIRECTOR AND GROUP CHIEF FINANCE OFFICER**

#### JOB OBJECTIVES

To lead and manage the production of accurate and timely financial information needed to facilitate the efficient operations of the activities of Amref Health Africa Tanzania. To ensure that there is an effective financial management system in place required to maintain financial integrity and accountability as well as to protect and safeguard Amref Health Africa Assets and play oversight roles on Finance Procurement and IT functions.

#### KEY DUTIES/RESPONSIBILITIES/KEY RESULTS AREAS (KRAS)

##### 1. Technical support

- Provide technical financial and accounting services to all Amref Health Africa operations in Tanzania and monitor their overall financial performance
- Provide technical support on Audit and following to ensure the action plan are implemented as agreed.( Statutory, Project and Internal audits)
- Review of various reports Management reports, donor reports and project to ensure its accuracy and completeness
- Supervising data posting and validation daily to facilitate monthly and annual closure of accounts.
- Filling in the Organization's Control Self-Assessment checklist online and reporting the program expenditure analysis to Headquarters
- Liaise with internal and external auditors and respond to queries, observations and recommendations

##### 2. System development and Implementation

- Lead in developing, implementing and maintaining good quality, efficient financial systems that are appropriate in the setting and communicate the key controls across the relevant staff in the programme.
- Efficient and reliable accounting, banking and treasury services. Accounting transactions managed in real time.
- Leading the installation of the Microsoft Dynamics Navision system in Tanzania over the first few months in the role and make recommendations to improve its performance over time.

##### 3. Accounting and cash flow management

- Ensure proper books of account are maintained and kept up to date and that the requirements set out in the Finance Manual and the Procurement Manual are met
- Monitor staff and other debtors' accounts regularly to ensure timely recover
- Manage donor call down requests and cash flow planning, ensure availability of adequate cash balances at Tanzania Country Office
- Ensure availability of cash office services within agreed hours and surplus cash balances at agreed ratio to support HQ
- Comply with all statutory requirements and deadlines as impact on the Finance function
- Manage the cash resources of AHA TZ as effectively as possible, recovering debtor balances quickly.

##### 4. Policies and Procedures

- Ensure that statutory requirements affecting both Amref Health Africa and Amref Health Africa in Tanzania are met accurately and on time
- To ensure Amref Health Africa Tanzania is operating

business according to applicable regulatory requirements policies and procedures, reporting Non-compliance issues to management

##### 5. Staff Management and Capacity Building

- Manage performance and development of all line reports and their teams
- Continuously evaluate the performance of the finance department in Tanzania and build individual and institutional capacity in financial management
- Ensure training needs are identified and satisfied.

##### 6. Budgeting and Reporting

- Manage the budgeting, performance and forward planning systems including annual, quarterly and ad hoc budgets and report these to HQ on a timely basis
- Ensure timely preparation of financial reports to donors and management at all levels, explaining the outputs and enabling quality decision making across the programme

##### 7. Compliance

- Ensure that statutory requirements affecting both Amref Health Africa and Amref Health Africa in Tanzania are met accurately and on time
- To ensure Amref Health Africa Tanzania is operating business according to applicable regulatory requirements policies and procedures. Reporting Non-compliance issues to management

##### 8. Procurement and IT

- Ensure that oversight role on Program procurements is delivered in a fair and transparent manner in line with the procurement manual.
- Ensure administrative and transport functions provides efficient effective services to the Country program
- Oversight role on IT unit such as ensuring TCO receives better IT services (Navision system, Paymaster, Email Internets security and PABX)

##### QUALIFICATION AND EXPERIENCE:-

- Master's degree in Accounting and Finance/ Business Administration or other relevant discipline and must possess Bachelor degree in Accounting and /or Finance, or Post graduate in Financial management Professional Certifications /Qualification: CPA (T) , ACCA, CIMA and Project Management
- Should have strong experience and background in managing compliance issues relating to donors regulations, statutory regulations and local/international established professional standards
- Minimum 8 years' experience in similar role, and working at least five (5) years in an NGO or a donor funded project

##### OTHER SKILLS AND COMPETENCIES

- Strong organization, management and reporting skills
- Close attention to detail and self-discipline
- Multi-task and flexibility
- Negotiation experience
- Ethical approach and integrity

If you meet the criteria given above and interested in the vacancies, please send an application letter and CV combined in as one document indicating your present employer and position, daytime telephone contact, names and addresses of three referees. To be considered, your application must be received by **16.30 Hours May 22, 2019**. Please mention the job title/vacancy name or use the job title as the subject line when applying for this position failure to do that your application may not be retrieved. **All correspondences should be directed to: Email: [jobs.tanzania@amref.org](mailto:jobs.tanzania@amref.org)**, Direct application through mail or hand delivery will not be accepted.

##### 1. Only short-listed candidates will be contacted

2. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy; Women and People with disability are encouraged to Apply

3. "Amref Health Africa is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"

4. Amref health Africa –Tanzania regrets that only short-listed candidates will be contacted.