



## Job Description

### **Title: Field Finance & Administration Manager-Marine**

**Location:** Options of Zanzibar/Tanga /Dar es Salaam office Tanzania.

**Reports To:** Marine Program Director, with a dotted line to Country Finance & Administration Director

**Direct Reports:** All staff in the Finance and Administration Unit in the marine program.

### **Purpose:**

The purpose of this position is to oversee the financial and administrative aspects of the management of the Marine program (Zanzibar and Tanga). S/he will report to the Marine Program director, and maintain close liaison with the Country Finance & Administration Director

## Responsibilities

### ***Financial Management***

- Responsible for managing the project's finances.
- Preparation of monthly financial reports and send to the Country Finance & Administration Director.
- Keep track of project field advances to staff, ensuring that advances are accounted for in a timely manner according to WCS procedures.
- Assist in preparing donor financial reports as assigned to the Country Finance and administration Director and Grants manager for review.
- Prepare monthly budget follow-up files.
- Support reporting efforts on a monthly, quarterly, and annual basis as requested.
- Coordinate with the Country Finance & Administration Director to analyze variances and suggest corrective actions if necessary.
- Ensure that all transaction on the voucher has been well-coded before booking into the journal or SAP.

- Payroll administration for locally hired staff and ensure timely payment of taxes and other statutory deductions e.g. NSSF/ZSSF.
- Responsibility for the payment, monitoring, and Accounting of all project bills eg water bills, electricity etc.
- Ensure compliance with financial requirements; Organization policies and procedures; and local laws; and meet donor conditions and requirements
- Maintaining an effective filing system of financial documents and ensuring that all payment documents are stamped "PAID" to prevent resubmission for another payment

#### ***Audits and internal controls***

- Ensure proper implementation and respect of relevant policies and procedures.
- In coordination with the Country Finance & Administration Director support local audits relating to accounting, tax, and labor matters
- Provide required documentation for samples selected by auditors.

#### ***Cash management and payments***

- Prepare monthly projections from departments in the project/program and prepare cash requests for review by the Country Finance & Administration Director, Monitor cash balance in the bank account and movements within the project to ensure that sufficient funds are available to meet the project's operation needs.
- Reconcile records of bank transactions (monthly bank reconciliations), and accounts balances and report discrepancies/errors found in records so that can be fixed.

#### ***Subawards***

- Conduct regular site visits in accordance with WCS's procedures
- Review subgrantee financial documentation and prepare feedback related for the review

#### ***Assets management.***

- Ensure that an up-to-date inventory of all program equipment and assets is maintained;

#### ***People Leadership***

- Effectively manage performance; developing team members in order to maximize their contribution to the team and organization
- Supervise the work of the Finance team in the marine program
- Support staff engagement by maintaining a positive team environment

Perform other tasks as requested by the Country Finance & Administration Director.

### ***Experience and Technical Skills***

- Bachelor's Degree in Accounting or Finance or related field from recognized institution (Master's Degree preferred)
- CPA / ACCA holder and active member of professional accountancy body.
- Minimum of 5 years post qualification experience in financial management for NGOs, of which at least 2 years must be at a senior level Required.
- Familiarity with donors (USG, BAF..) rules and regulations is required.
- Experience in monitoring budgets, cash flow management, and systems development.
- Demonstrated sound and in-depth knowledge of GAAP, Financial Accounting, Management Accounting, Financial Management, and Taxation Law of Tanzania.
- Experience using an ERP system
- Advanced knowledge of Excel is required.
- People management experience is desirable.
- Fluent in English.

### ***Skills and Abilities***

- Attention to detail.
- Ability to work under pressure.
- Excellent planning and prioritization skills. Demonstrated ability to meet deadlines.
- Strong analytical/problem-solving skills.
- Ability to work independently and to work effectively in a diverse team environment.
- Excellent communication skills (oral and written).
- Able to demonstrate commitment to WCS's Values and a working style and approach

### ***Application Instructions***

Qualified candidates should send :

1) **Cover letter and CV Only**

2) Applications should be sent via email to:

WCS Tanzania addressed to the County Director at

[wcshtanzania@wcs.org](mailto:wcshtanzania@wcs.org) with the heading: **“Application for Field Finance & Administration Manager-Marine Vacancy ”**

3.) Applications should be submitted by: **October 31<sup>st</sup> 2023 5:00 PM EA TIME**

Position is Open for Tanzanian Nationals Only