

FINANCE OFFICER

About the Organisation

Established in 2004, the Financial Sector Deepening Tanzania (FSDT) is a donor-funded financial sector market facilitator that aims to achieve poverty reduction through a transformative financial sector that offers inclusive and sustainable financial solutions to improve the livelihood, wellbeing, and empowerment of underserved Tanzanians. FSDT's work is guided by the Market Systems Development (MSD) approach, which aims to develop market systems that benefit the poor, offering them capacities and opportunities to improve their lives.

Currently, our main target markets are women and youth, who have been identified as the most financially excluded market segments in the country. FSDT is dedicated to supporting the financial sector in delivering inclusive, quality financial solutions that meet the financial needs of women and youth.

Through FSDT facilitation, we hope to achieve the following changes in the market:

- Improved policies, legal and regulatory frameworks that promote gender equality, as well as economic and financial opportunities for women and youth.
- Improved availability of relevant financial sector infrastructures that will equip the financial sector players and other stakeholders with the ability to meet the needs and aspirations of women and youth.
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women and youth to promote equality, empowerment, and wellbeing.
- Improved confidence and capability of women and youth to demand and use financial solutions.

The Opportunity

FSDT is seeking applications for the position of **Finance Officer**

Job Title	Finance Officer
Duty Station	Dar es Salaam
Reports To	Project Grants & Finance Manager

About the Job

We are seeking a detail-oriented and experienced Finance Officer to join our dynamic team. As a Finance Officer, you will play a pivotal role in ensuring the financial health and integrity of our organization. Your responsibilities will include managing financial transactions, budgeting, preparing financial reports, and supporting overall financial operations.

Key Responsibilities

I. Financial Planning and Budgeting

- Develop, monitor, and update project budgets in accordance with European Union (EU) regulations and guidelines.
- Collaborate with project managers and partners to ensure accurate budget allocation and utilization.
- Conduct periodic financial forecasting and variance analysis to ensure budget adherence.

II. Financial Reporting

- Prepare accurate and timely financial reports for submission to the EU funding body.
- Ensure compliance with EU reporting requirements and standards.
- Maintain financial records and documentation for audit and compliance purposes.
- Coordinate with project teams to gather financial data and support the preparation of narrative reports.

III. Compliance and Risk Management

- Ensure compliance with organization and EU funding regulations, procurement rules, and financial guidelines.
- Identify and mitigate financial risks and implement controls to prevent fraud and irregularities.
- Support internal and external audits by providing necessary documentation and information.

IV. Grant Management:

- Conduct due diligence on sub-awardees to assess their financial capacity and compliance with grant requirements.
- Monitor the disbursement of funds and ensure proper utilization in line with grant agreements.
- Liaise with project partners to ensure compliance with grant requirements.
- Collaborate with external auditors to facilitate project audits and address audit findings.

Role Requirements**Qualifications and Relevant Experience:**

- Bachelor's degree in finance, accounting, or a related field; Professional certification (e.g., ACCA, CPA) is a plus.
- Minimum of 5 years of experience in financial management, preferably with EU-funded projects.
- Strong knowledge of EU financial regulations and guidelines.
- Proficiency in financial software and tools (e.g. Excel, accounting software -SAGE 300 ERP).
- Excellent analytical, problem-solving, and organizational skills.
- Ability to communicate effectively, both orally and in writing in English and Kiswahili.
- Computer proficiency, including working knowledge of MS Office products, capacity in web-based management tools.
- Presentation and communication skills; including good written and spoken English and Swahili

Personal Characteristics**Commitment & Drive for Results**

You have values and personal ambitions that are aligned with FSDT's goals to support the financial sector to offer inclusive and sustainable financial solutions.

Initiative & Decisiveness

You have a strong sense of ownership; taking personal responsibility for work, the impact we are seeking, and the achievement of critical higher-level goals. You are proactive in seeking out information or resources necessary for success, and you're able to overcome problems or obstacles with a 'can-do' attitude.

Learning & Innovation

You continually improve your skills and knowledge and role-model a personal commitment to professional development. You are quick to recognise opportunities or new ideas and make use of them in your own work; and you respond to a new situation, or tough feedback, by learning, adapting, and improving.

How to Apply:

Please submit your application via email to vacancy@fsdt.or.tz

Only short-listed candidates will be contacted.

Application Deadline: 20th March 2024

FSDT provides equal employment opportunities (EEO) to all employees and applicants for employment.

NOTE:

Please be advised that this position is contingent upon availability of funding and the successful award of funds from our donor.

In the event that funding is not secured, or the award is not obtained, the position may be subject to modification, delay, or cancellation.

We appreciate your understanding and assure you that we are committed to securing the necessary resources for the successful execution of our projects.

MONITORING AND RESULTS MEASUREMENT OFFICER

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The Opportunity

FSDT is seeking applications for the position of **Monitoring and Results Measurement Officer**

Job Title	Monitoring and Results Measurement Officer
Duty Station	Dar es Salaam
Reports To	Monitoring and Results Measurement Manager

About the Job

We are seeking a motivated and detail-oriented Monitoring and Results Measurement Officer to join our team. As a key member of our organization, you will play a crucial role in implementing and managing monitoring and evaluation systems to ensure the effectiveness and impact of our programs and projects. The successful candidate will have a strong analytical mindset, attention to detail, and a passion for contributing to positive change.

Key Responsibilities

I. Project Scoping and Design

- Participate in the pre-project diagnostic assessments by identifying the market constraints and the underlying causes for constraints in the market.

- Support designing of project level monitoring and result measurement (MRM) system by developing Result Chain, indicators, baseline data and targets.
- Work with the Project Lead to identify key risks to the project at each step of the result chain and indicate likelihood of happening and level of impact.
- Support the Project Lead to develop a project Guide that will be used for management, monitoring, and oversight of project.

II. Monitoring & Data Collection

- Co-ordinate data collection by project teams, consultants, and partners (as per the Measurement Plan); assuring accuracy, integrity, and alignment with different donor requirements.
- Conduct field visits for the purpose of data verification as per the schedule in the Measurement Plan.
- Support Project Leads to update the online MRM system with performance data while ensuring that it is complete, accurate and valid.
- Participate in the implementation of baselines studies, evaluations, and reviews, Value for Money (VFM) assessments and impact studies as required.

III. Program Quality Management & Learning

- Participate in Data verification to assure accuracy, validity, integrity, and completeness of data to generate quality findings and recommendations.
- Participate in reflection meetings to generate insights as to what works (or does not work), for whom, in what circumstances.
- Follow up activities of external consultants working on MRM assignments to ensure quality production of deliverables in a timely manner.

IV. Knowledge Management, Communication & Accountability Reporting

- Support Project Leads to generate and submit periodic programme reports that compare performance against targets.
- Support Project Leads to review/evaluate projects and prepare Project Completion Report (PCR) for the completed projects.
- Support the Project Leads to identify the most significant change experiences that demonstrate verifiable impact of FSDT interventions.
- Work together with the Communications Manager and Knowledge Management Specialist to document and disseminate the most significant change and programmatic lessons learned.

V. Program Capacity Building

- Coach/orient project staff and implementing partners on the MRM tools to ensure they are familiar with the tools and use them for generating both performance and learning information.

Role Requirements

Qualifications and Relevant Experience:

- Bachelor's degree in economics, development studies, statistics, information technology, or another relevant field.
- Post graduate Certificate in Monitoring & Evaluation and Statistical Techniques (if subjects covered above do not integrate M&E course units)
- At least 3-5 years of experience in monitoring and measuring results to inform developmental initiatives. Prior experience in applying these skills in a Financial Sector Development, inclusive finance or circular economy context, or EU-funded programs or projects is preferred.
- Demonstrable experience providing M&E capacity building support to implementing partners.
- Previous experience working in an MRM role with a major international Donor.

- Demonstrable experience of program quality management techniques including the ability to work with databases and MIS systems.

Personal Characteristics

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