



## **CAREER WITH BRAC ENTERPRISE TANZANIA LIMITED**

### ***About BRAC Enterprises Tanzania Limited (BETL)***

BRAC is one of the largest providers of non-formal education in the world. We have been running schools in Bangladesh for 30+ years and internationally since 2002. BRAC currently operates a global pre-primary school program in Bangladesh, Tanzania, and Uganda, and we are developing markets for early childhood development (ECD) for 3-5-year-olds in the same countries through our 'Play Labs' project. In Tanzania, this includes the operation of 30 play labs co-located with the Tanzanian Government and funded through the Yidan Prize.

BRAC Enterprises Tanzania Limited (BETL) is a registered private company in Tanzania. Working as a social enterprise, BETL is currently piloting a cross-subsidy business model for ECD to improve the development of 3-5-year-old children in Tanzania. Through this project, BRAC aims to catalyze the ECD private sector in Tanzania by developing a sustainable business model for the provision of low-cost, high-quality, and scalable play-based ECD program. The BETL team recently opened five schools and is in the process of launching one mobile ECD program in Dar es Salaam

BRAC in Tanzania is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

### **Position (1): Finance and Operations Manager**

**Job Location:** *Dar es Salaam.*

### **Job Summary:**

The Finance and Operations Manager is responsible for the financial management and operational oversight of BETL, ensuring compliance with regulatory standards and efficient day-to-day functioning. This role involves developing and implementing financial policies, preparing budgets and forecasts, overseeing financial reporting, and managing key performance indicators. Additionally, the Manager streamlines operational processes, optimizes procurement, and collaborates BRAC Tanzania department heads to align activities with organizational principles. They also oversee logistics, property operations, and building maintenance, as well as manage service contracts and coordinate travel logistics. Overall, this position plays a pivotal role in supporting BETL's mission of providing affordable and high-quality childcare services..

### **Education Qualifications**

Master's degree in Accounting, Finance, Business Administration or similar concentration.

### **Responsibilities:**

## **Finance & Accounts:**

- Develop and implement financial policies and procedures to ensure compliance and efficiency.
- Prepare and monitor budgets, financial forecasts, and cash flow projections to support strategic planning and decision-making.
- Ensure compliance with accounting standards, regulations, and donor requirements.
- Oversee financial reporting, including monthly, quarterly, and annual statements, ensuring accuracy and timeliness.
- Manage financial key performance indicators to assess the financial health and performance of the organization.
- Direct the financial operations of BETL, ensuring accurate and timely financial reporting and practices.
- Maintain all financial records for BETL in both online and offline systems.
- Prepare monthly sales reports, staff payroll, tax reports, and bank reconciliations.
- Promptly remit statutory deductions (e.g., Withholding Tax) to relevant authorities.
- Supervise cash policy at academies to ensure compliance with organizational guidelines.
- Participate in the development and review of BETL's business plan, organizational policies, and manuals.

## **Operations:**

- Streamline and enhance operational processes to improve efficiency.
- Collaborate with department heads to align operational activities with organizational processes and procedures.
- Implement and maintain effective internal controls.
- Evaluate and optimize procurement processes.
- Liaise with relevant government authorities to ensure compliance.

## **Logistics and Facilities:**

- Ensure timely and cost-effective delivery of materials.
- Manage property operations and building maintenance at schools.
- Oversee the registration of academies and franchise logistics.
- Arrange logistics for conferences, workshops, and meetings, including venues, meals, and transportation.

## **Required Skills / Capacity**

- Strategic and critical thinker
- Analytical skills, including ability to assess problems and quickly develop realistic solutions
- Communication and Interpersonal skills
- Excellent negotiation skills
- Strong interpersonal and communication skills, both oral and written, in English
- High degree of integrity and honesty
- Leadership, organization, management skills
- Computer literate with effective use of basic applications such as MS Word, Excel, and PowerPoint

Time management.

## **Experience required**

- Minimum five years of proven finance experience, including at least one senior level finance role.  
Specifically:
  - Experience with financial, statistical and comparative analysis, financial planning and forecasting, financial control and monitoring, developing budgets and preparing financial statements (income statement, balance sheet, cash flow statement, etc.)
  - Experience in preparing business plans for for-profit businesses.
  - Ability to conduct market assessments and use data insights to inform business plans and budgets.
  - Proficiency in complex accounting systems and advanced level MS Excel skills.

- Experience with procurement, logistics, administration, human resource management, social enterprise and/or for-profit poultry manufacturing business preferred.

Knowledge of applicable regulatory, contractual, legal and financial compliance requirements.

**EMPLOYMENT TYPE:** *CONTRACTUAL*

**SALARY:** *Negotiable*

**How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [recruitment.tanzania@brac.net](mailto:recruitment.tanzania@brac.net) with a subject “**Finance and Operations Manager**”

Please mention the name of the position, in the subject bar.

Only complete applications will be accepted, and shortlisted candidates will be contacted.

*Women are highly encouraged to apply.*

**Application deadline: 2<sup>nd</sup> June 2024**

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

**BRAC is an equal opportunities employer.**