



Finance Assistant

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

Under the supervision of the Finance Team Leader, the Finance Assistant provides financial and administrative support to DRC and partners as per DRC and donor regulations and procedures within the Country operations in Tanzania and Burundi. The Finance Assistant contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The Finance Assistant provides support and/or technical guidance to country operations while overseeing country activities.

Main Responsibilities:

- Daily accounting (bookkeeping) according to DRC operations handbook
- Handle Cash and bank payment vouchers needed for the day to day financial transactions.
- Ensure that all payment supporting documents are complete and are in accordance with DRC financial procedures and regulations.
- Manage petty cash and clear cash advances upon request.
- Ensure to update cashbooks on a daily basis to reflect the actual status of existing cash count and bank balance in all currencies.
- Issue cash receipts for all collected cash.
- Ensure all bank accounts statements are reconciled.
- Prepare weekly cash counts and ensure reconciliation in DRC Dynamics.
- Maintain proper filing of all financial documentation (vouchers, contracts, tender documents, etc.) and tracking all the payments done when needed.
- Create vendor Invoices in Dynamics for high value procurement.
- Process payment to vendors through bank cheques and Internet banking
- Process tax and all other statutory payments every month before deadline.
- Process payment of incentive workers on monthly basis.
- Stamp "PAID" all vouchers immediately after the payment is made.
- Create project expense journals for low value procurement
- Reconcile accounts payable and accounts receivable in DRC Dynamics.
- Correctly use DRC Dynamics functionalities in area of concern

- Support donor verifications and annual audits.
- Daily scan document to attach with the payment on dynamic system.
- Update Payment tracker on daily basis.
- Daily scan document to attach with the payment on dynamic system.
- Update the Finance Team Leader on cash balance everyday by COB.
- Assist the Finance Team Leader in other areas as required.

Experience and technical competencies: (include years of experience)

Essential:

- Minimum 1 year of relevant work experience
- Experience with carrying out admin tasks
- Good communication skills
- Advanced proficiency in Excel
- Basic proficiency in PowerPoint and Word
- Well-developed organizational and planning skills in order to meet deadlines
- NGO experience
- Advanced English proficiency
- Fluency in Swahili

Education: (include certificates, licenses etc.)

- Degree in Finance/Accounting or equivalent professional qualification

Languages: (indicate fluency level)

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Information

Employment category: Band I

Reporting to: Finance Team Leader

Technical Line Manager: Finance Manager

Unit/department: Support/Finance

Location: Kibondo

Key stakeholders: (internal and external)

Internal

- Finance staff
- Program Managers
- Human Resources
- Procurement and Logistics
- Area Manager Tanzania
- Area Manager Burundi
- HOSS Tanzania/Burundi
- Country Director Tanzania/Burundi

External

- Incentive Workers
- Donors
- Local Auditor company in Tanzania
- Local TAX authorities in Tanzania
- NNB Bank

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: You focus on reaching results while ensuring an efficient process.
- Collaborating: You involve relevant parties and encourage feedback.
- Taking the lead: You take ownership and initiative while aiming for innovation.
- Communicating: You listen and speak effectively and honestly.
- Demonstrating integrity: You act in line with our vision and values.

Providing equal opportunities We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At DRC we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply.

DRC strives to attract, motivate and retain qualified national staff within its programs. As such, we strongly encourage national and diaspora candidates to apply for this position. However, candidates should take into consideration that DRC cannot employ, under an international contract, a national of the country in which he or she will be working (in this case, the United Republic of Tanzania)

Upholding high standards : DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in

relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

DRC only accepts applications sent via our online-application form on www.drc.ngo under JOB.

DRC as an employer

By working in DRC, you will be joining a global workforce of around 8000 employees in 40 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

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If you have questions or are facing problems with the online application process, please visit drc.ngo/about-us/job-and-career/support-for-job-seekers.

Danish Refugee Council is an equal opportunity employer and we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status. We have a strong ambition to further enhance the diversity of our workforce and our goal is to achieve 50% gender balance and at least 50% representation of national staff in management roles. We acknowledge the importance of fostering a diverse and inclusive team to successfully achieve our organizational goals and positively impact the communities we serve.



Application due:
6/20/2024

Workplace:
Kibondo

Department/Country:
Tanzania

Contract type:
National contract

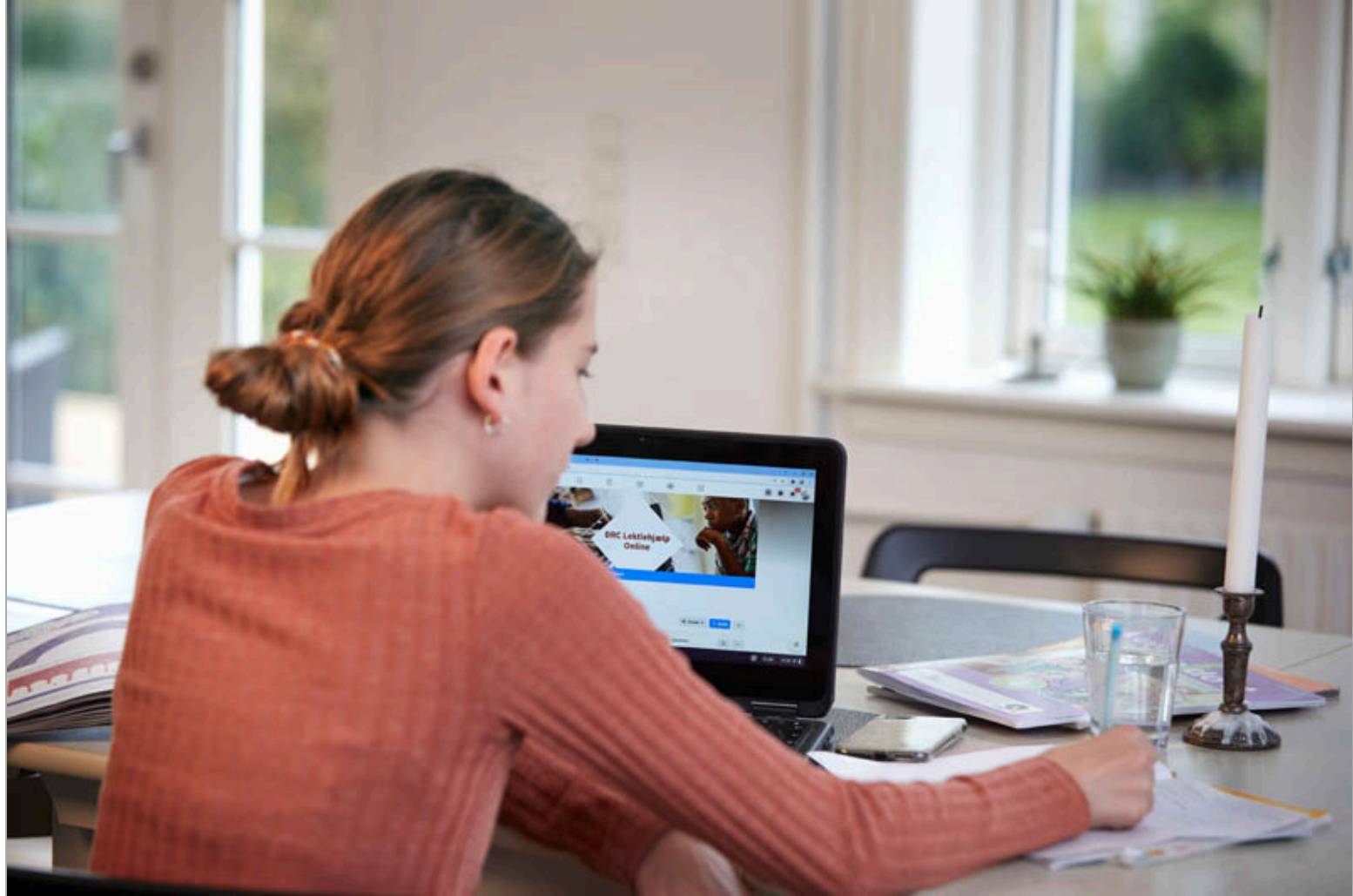
Homepage:
drc.ngo

ABOUT DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

[Apply for position](#)





Finance Officer

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

Under the supervision of the Finance Team Leader, the Finance Officer provides financial and administrative support to DRC and partners as per DRC and donor regulations and procedures within the Country operations in Tanzania and Burundi. The Finance Officer contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The Finance Officer provides support and/or technical guidance to country operations while overseeing country activities.

Main Responsibilities:

- Day to day activities in finance department.
- Creating expenses journals, cash advances, import salaries, in DRC Dynamics on time and ensure are of high quality, supporting documents are complete and are in accordance with DRC financial procedures and regulations before uploading into Dynamics.
- Ensure all expenses are fully approved before posting into Dynamics.
- Ensure compliance with DRC procedures and guidelines.
- Assist in implementation of finance policies, procedures and systems.
- Prepare cash transfer request and send to HQ.
- Update the Finance Team Leader on the cash needs required to run Program Activities.
- Create Invoices in Dynamics.
- Closely monitor all financial activities and keep the Finance Manager informed on all situations which might have the potential negative impact on internal controls of financial performance.
- Ensure that the authorized bank signatory list and bank information forms are regularly updated, and photocopies are kept on files.
- Allocate all prepaid transactions on monthly basis.
- Ensure tax and all other statutory payments are made every month before deadline.
- Ensure payments of incentive workers are made on time.
- Record accounts payable and accounts receivables in Dynamics.
- Allocate Intercompany transactions on monthly basis
- Monitor and reconcile balance accounts on Monthly basis and make sure any outstanding balance has a clear justification.
- Prepare and participate in donor verifications and annual audits.

- Ensure all expenses are posted in Dynamics on time.
- Perform monthly bank/ Cash Reconciliation
- Review procurement payment documents, ensure correct budget codes are used and budget availability
- Follow up on all open vendor balances (Employees and suppliers) and make sure they are settled on weekly basis
- Perform monthly ledger Settlements.
- Prepare and participate in donor verifications and audits.
- Prepare Month End Closure File
- Assist the Finance Team Leader in other areas as required.

Experience and technical competencies: (include years of experience)

Essential:

- Minimum 2 years of relevant work experience
- Experience with carrying out admin tasks
- Good communication skills
- Advanced proficiency in Excel
- Basic proficiency in PowerPoint and Word
- Well-developed organizational and planning skills in order to meet deadlines
- NGO experience
- Advanced English proficiency
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Education: (include certificates, licenses etc.)

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- BBA or equivalent professional qualification

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Technical Line Manager: Finance Manager

Unit/department: Support/Finance

Location: Kibondo

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