



ASA Microfinance (Tanzania) Limited ('ASA Tanzania') is a subsidiary of ASA International Group plc ('ASA International' or 'the Group'), one of the largest international microfinance institutions offering socially responsible financial services to low-income, primarily female, entrepreneurs across Africa.

ASA International owns and operates microfinance institutions, including deposit-taking microfinance banks, in India, Pakistan, The Philippines, Sri Lanka, Ghana, Tanzania, Uganda, Kenya, Rwanda, Myanmar, Zambia, and Sierra Leone. The Group is headquartered in Amsterdam, The Netherlands, Dhaka, Bangladesh and has a premium listing on the main market of the London Stock Exchange.

Central to ASA International's mission is enhancing financial inclusion and fostering social and economic development within the communities it serves. As of December 31, 2023, the Group operates over 2,000 branch offices and manages a gross loan portfolio exceeding USD 369 million. With a workforce of over 13,400 employees worldwide, ASA International serves 2.3 million clients.

## **1. Position: Accounts Manager (ACC-M) – 01 Post**

### **Job Responsibilities:**

- Check and prepare daily transactions bill before payment and adjustments.
- Check the daily temporary advance register.
- Check the physical cash count with cash denomination on a daily basis.
- Check the WHT or VAT on applicable items.
- Check the online and Cash transfer from HO to Br. bank account and Br. to HO bank account.
- Check M-PESA transactions from HO to Br.
- Check all journals with general ledgers and trial balance of AMMS system.

- Prepare monthly reporting pack as per trial balance and general ledgers.
- Prepare bank reconciliation of each bank account and fund reconciliation from HO to Br. and Br. HO.
- Calculate the city service levy and prepare Return of HO & all branches.
- Prepare Debit Voucher Credit voucher and Journal Voucher in the AMMS.
- Prepare the monthly reporting pack on 8th day of the following month and send it to Dhaka Office review purpose.
- Prepare the Payroll Sheets on a monthly basis as per HR documents.
- Prepare the PAYE &SDL, LAPF, PPF, SSFandHESLB report on a monthly basis and submit to respective authority within timeline.
- Prepare staff loan interest schedule on a monthly basis.
- Prepare the fixed assets Register and Fixed assets Schedule monthly basis.
- Prepare the Rent Schedule for each branch.
- Prepare the monthly WHT summary, SDL & PAYE summary and SDL return.
- Calculate monthly interest of ASAI loan and other loans. Check interest Fx loss or gain with ASA Interest book quarterly basis.
- Preserve all documents duly in the file.
- Check the chart of accounts for new GL code opening and check the link of the reporting pack.
- To provide info and documents to Dhaka Office when required.
- To provide and fill up the funder's requirements.
- To provide all info and documents to TRA or Tax consultant.

### **Qualifications**

- Senior management experience in accounting
- Proficiency in financial reporting, analysis, and trend monitoring. A Qualified

Chartered Accountant having CPA/ FCA/ FCCA/ACCA qualification

- Having in-depth knowledge of IFRS standards
- Banking or microfinance experience would be an advantage.
- Sound knowledge of accounting principles, external audit, international tax laws and best practices.
- Treasury and currency exchange management experience would be an advantage.
- Excellent interpersonal, communication, and management skills
- Strong leadership and change management skills.
- Strong organizational and ethical acumen
- High proficiency level in verbal and written English

### **Work environment**

You will be part of the team in Tanzania, with opportunities to collaborate with colleagues across Asia and Africa.

### **Reporting line**

The Accounts Manager shall report to the Chief Financial Officer Salary

Market conform salary and employment conditions.

### **Job location**

Dar Es Salaam, Tanzania **How to**

#### **Apply:**

If you feel you are the right match for the above-mentioned position, please apply with a cover letter along with up-to-date resume (see requirements to [recruitment@asatanzania.co.tz](mailto:recruitment@asatanzania.co.tz) or you can drop your application at our Head Office at Plot No.87, Mseke Street, Kinondoni Road, Dar es Salaam before 1700HRS 31<sup>st</sup> July 2024

### **General requirements for applicants of all posts**

- Cover letter

- Curriculum Vitae enclosing details of work experience, skills and with postal and telephone contacts of Three Referees.
- One passport size photograph attached in CV.

**Application deadline: 31<sup>st</sup> July 2024**

Please Note: Only complete applications (cover letter and CV) will be considered and only shortlisted candidates will be contacted. We will reach out so please do not call us about the status of the application. No allowances will be admissible for interview.

We stand for inclusion & diversity. Therefore, we warmly encourage everyone to apply, regardless of gender, background, ethnicity, age, religion.

**2. Position: Head of IT – 01 Post**

**Job profile and responsibilities**

The Head of IT & MIS will be responsible for overseeing the strategic planning, implementation, and management of information technology management information systems within the organization.

The role requires a dynamic leader with a deep understanding of both microfinance operations and technological innovations. Main responsibilities include:

- Strategic Planning:
  - Develop and execute the IT & MIS strategy aligned with the organization’s overall goals and objectives.
  - Identify opportunities to leverage technology and data analytics to improve efficiency, scalability, and client experience in microfinance opera
  - Stay abreast of industry trends and emerging technologies to drive innovation and competitive advantage.
- IT Infrastructure Management:
  - Oversee the design, implementation, and maintenance of robust IT infrastructure, including hardware, software, networks, and security system

- Ensure the reliability, availability, and security of IT systems to support uninterrupted business operations.
- Establish and enforce IT policies, procedures, and best practices to safeguard data integrity and privacy.
- Management Information Systems (MIS):
  - Lead the development and enhancement of MIS platforms to facilitate data-driven decision-making across the organization.
  - Collaborate with stakeholders to define reporting requirements and ensure timely and accurate delivery of management information.
  - Implement analytics tools and dashboards to monitor key performance indicators and track organizational performance.

#### Vendor Management:

- Manage relationships with IT vendors, service providers, and consultants to ensure quality service delivery and cost-effective solutions.
- Evaluate and negotiate contracts, service level agreements, and pricing terms to optimize value for the organization.
- Monitor vendor performance and compliance with contractual obligations.
- Team Leadership:
  - Recruit, develop, and mentor a high-performing IT & MIS team capable of delivering results in a fast-paced environment.
  - Foster a culture of collaboration, innovation, and continuous learning within the department.
  - Provide leadership and guidance to team members to ensure alignment with organizational objectives.

## Qualifications

- Bachelor's degree in Computer Science, Information Technology, Business Administration, or a related field.
- Master's degree will be a Plus.
- Proven 10 Years experience in a leadership role overseeing IT and MIS functions, preferably in the microfinance or financial services sector.
- Strong technical expertise in IT infrastructure management, software development, database administration, and cybersecurity.
- Experience with MIS platforms, data analytics tools, and business intelligence solutions.
- Excellent communication, interpersonal, and stakeholder management skills.
- A passion for leveraging technology and data to drive operational excellence and business growth.

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## Reporting line

The Head of IT & MIS shall report to the Chief Executive Officer (CEO). Salary

Market conform salary and employment conditions.

Job location

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