



**Job Title:** Head of Finance

**Accountable to:** National Director

**Accountable for:** Finance Manager / Administration officer

**Start Date:** ASAP

**Location:** Dar es Salaam, Tanzania.

**Salary:** Competitive

### **CAMFED Overview**

CAMFED (Campaign for Female Education) is internationally recognised as a leader in education for girls, for its child protection policy and practise, and as a voice for girls' education and women's empowerment at the highest levels. Founded in 1993, CAMFED supports young women throughout their primary and secondary school's years, into economic training and further education, and onto leadership, as role models, activists, and philanthropists. CAMFED Tanzania is looking to recruit Head of Finance based in Dar es Salaam.

### **Job Description:**

Leading the Finance function at CAMFED Tanzania, driving strategic financial planning, financial management, control and analysis; to ensure the efficient and effective use and accountability over financial resources; and the smooth operation of the Finance team and system. Take charge of the preparation, development and analysis of financial statements and day to day management of cash flow and all financial matters of CAMFED Tanzania. Provide high quality support service to line managers in the organization.

### **Specific Accountabilities:**

- Lead a team of finance staff responsible for the production of management accounts.
- Producing weekly, monthly and quarterly management reports to the Executive Team.
- Provide senior management with information for planning, risk assessment & control and decision-making.
- Ensuring that Production of the quarterly planning & compliance tool is done on time and implementation of activities are done on time.
- Analysis of variances on various donor grants and exploring potential problems & solutions with management and line managers.
- Development of the Annual budgets as well as donor/project budgets, forecasts, and financial planning.
- Making appropriate recommendations and advising the Management Team of the potential impact on risks that may affect the business of CAMFED Tanzania.
- Preparation of cash flow statements, income and expenditure accounts and Balance Sheet.
- Ensure timely reconciliation of all accounts and all ledgers are kept up to date at all times.
- Develop and establish robust costing models for the organisation.



- Oversee the provision of technical financial support to other functional departments including Programmes, Monitoring & Evaluation, Administration and District staff.
- Ensure the provision of timely and accurate reports to donors.
- Plan and manage the continuous development of the finance system and procedures in line with contemporary trends and relative to the growth of the organisation.
- Carries out field program monitoring to ensure resources are being efficiently used, including accounting for appropriately in line with grant agreements and contracts, in-country financial rules and regulations and best practices.
- Plays the lead role in overseeing project budgets, forecasts and providing financial analysis.
- Ensures full compliance of all projects financial activities to CAMFED policies and procedures and donor contracts and financial rules and regulations.
- Support to oversee that CAMFED structures exist and function in line with the necessary policies, procedures and standards.
- Train district and other partner structures in financial management and record keeping.
- Coordinate and lead in internal and external audits and ensure that they are timely completed with minimal adverse issues arising.
- Support visits to districts to capacity-build district staff and structures.
- Work with the Senior Management team to ensure a system is in place which ensures that all major risks are identified and analyzed on a quarterly basis and the Risk Register is timely updated and agreed actions to reduce or mitigate the identified risks are followed up.
- Provide leadership, mentorship and training to the staff managed on an ongoing basis for the production of management accounts.
- Producing weekly, monthly and quarterly management reports to the Executive Team.
- Provide senior management with information for planning, risk assessment & control and decision-making.
- Ensuring that Production of the quarterly planning & compliance tool is done on time and implementation of activities are done on time.
- Analysis of variances on various donor grants and exploring potential problems & solutions with management and line managers.
- Development of the Annual budgets as well as donor/project budgets, reforecasts, and financial planning.
- Making appropriate recommendations and advising the management Team of the potential impact on risks that may affect the business of CAMFED Zambia.
- Preparation of cash flow statements, income and expenditure accounts and Balance Sheet.
- Ensure timely reconciliation of all accounts and all ledgers are kept up to date at all times.
- Develop and establish robust costing models for the organisation.
- Oversee the provision of technical financial support to other functional departments including Programmes, Monitoring & Evaluation, Administration and District staff.
- Ensure the provision of timely and accurate reports to donors.
- Plan and manage the continuous development of the finance system and procedures in line with contemporary trends and relative to the growth of the organisation.
- Carries out field program monitoring to ensure resources are being efficiently used, including accounting for appropriately in line with grant agreements and contracts, in country financial rules and regulations and best practices.



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- Work with the Senior Management team to ensure a system is in place which ensures that all major risks are identified and analyzed on a quarterly basis and the Risk Register is timely updated and agreed actions to reduce or mitigate the identified risks are followed up.
- Provide leadership, mentorship and training to the staff under you on an ongoing basis.

#### Person specification:

- A Bachelor degree in Accounting, Finance, Business administration or Financial Management (BCom, BAF, BA etc.)
  - Certified Professional Accountant, Management accountant or equivalent professional level (CPA, ACCA, or CMA) registered with appropriate professional governing Authority.
  - Master's Degree.
  - More than 7 years' experience.
  - Proven Management skills.
  - Strong advanced Excel skills.
  - Strong interpersonal and communication skills.
  - Strong analytical and problem-solving skills.
  - Speedy and attentive to detail.
  - Team player.
  - Working in a multi-cultural set-up
- ***Please note: All official communication pertaining to job applications and interviews will be exclusively conducted through CAMFED's official channels. These can be found on our website (<http://www.camfed.org>). CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes.***
- ***CAMFED has a zero-tolerance approach to sexual exploitation, abuse, discrimination and harassment in all forms. All applicants will therefore, be subject to a comprehensive verification process, which includes background and reference checks, as well as verification of qualifications.***

Please submit applications to [recruitmenttanzania@camfed.org](mailto:recruitmenttanzania@camfed.org) including your most recent CV and Cover Letter using **specific Title: Head of Finance** in the subject line. We will close this vacancy on **9<sup>th</sup> September 2024**.