

**JOB DESCRIPTION**  
**Finance Officer**

<b>1. Identification</b>	
<b>Position Title:</b>	Finance Officer, BRIGHT Project
<b>Location</b>	Tabora, Tanzania
<b>Reports to/Position Title:</b>	Finance and Administration Manager
<b>Indirect reporting relationship:</b>	None
<b>Date prepared:</b>	11 <sup>th</sup> March 2022
<b>2. Overall Purpose/Broad Function:</b>	
<p>To contribute to the effectiveness of NI BRIGHT Project through providing effective and efficient support on financial and administrative issues to BRIGHT staff while working with the Finance and Administration Manager, CO staff and Corporate Services Staff in NI's Regional Office.</p>	
<b>3. Key Duties and Responsibilities:</b>	
<p><b>3.1 Finance</b></p> <ul style="list-style-type: none"> <li>• Assist the Finance and Administration Manager in the preparations of annual operational and pure program budget and expenditure forecasts for office operations and ensure that spending is within approved budget.</li> <li>• Conduct 100% review of project financial documents for accuracy, reliability, completeness and compliance with the Contribution Agreement compliance regulations.</li> <li>• Provide the program staff with quarterly budget variance report and track justifications for variances</li> <li>• Provide effective support to project staff in understanding and implementing NI financial and administrative policies and procedures, including effective and regular use of the contracts database and CLM.</li> <li>• Ensure the production of accurate and timely financial information, including reviewing financial transactions, journal entries, account reconciliations, financial analysis, and reports before they are submitted to the Regional Office.</li> <li>• Ensure the accuracy of BRIGHT Project information entered in the Contracts Database and that all related milestones are always kept up to date by Project Officers.</li> <li>• Support the Contracting and Procurement Officer in the process of purchasing of office equipment and supplies as per NI procurement guidelines and delegated authority and arrange payments.</li> <li>• Assist project staff in developing budgets for project activities and processing of budget modification requests for Regional Office's approvals.</li> <li>• Make payments for all approved office operations on time and accurately.</li> <li>• Manage office petty cash and keep petty cash transaction records up to date.</li> <li>• Prepare regular cash flows projections based on approved budgets and request cash advances.</li> <li>• Prepare monthly financial reports and ensure appropriate coding/allocations.</li> </ul>	

- In liaison with the Finance and Administration Manager, coordinate project audits, including preparation of financial reports and submission of financial support documents.

### **3.2 General Administration**

- Assist the Finance and Administration Manager in managing service providers by drafting administrative agreements and ensuring that services are provided as per the requirements of the service agreements.
- Maintain inventories of all office fixed assets, office equipment and supplies and ensure that equipment and fixed assets are insured, properly maintained and damages and losses reported.

Any other related duties, as requested.

### **4. Supervisory Responsibilities:**

There is no supervisory responsibility.

### **5. Education/Professional Designations/Experience:**

#### **Education:**

- Bachelor's degree in Business Commerce/Accounting/Finance or other related field from a recognized university.
- Professional Qualification-CPA or ACCA
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#### **Experience:**

- At least 4-year experience working in accounting and/or finance, particularly in a donor funded organization of project
- Solid knowledge of generally acceptable accounting practices, financial systems, budget and cash flow monitoring and accounting controls, in an international context.
- 3-year experience working in project office administration.
- Experience working with the Microsoft suite, especially Excel.
- Solid knowledge of accounting software, Great Plains, QuickBooks, or Peachtree an asset

### **6. Language Skills:**

Fluent in English and Swahili

### **7. Other Specific Skill Requirements:**

- Ability to plan and organize work to meet deadlines
- Ability to accommodate to new situations within the organization (flexibility)
- Ability to work under pressure
- Strong numerical skills & attention to details
- Excellent interpersonal skills
- Excellent communication skills

- Ability to work in a multicultural environment.
- Solid planning and organizing abilities.
- Integrity

**8. Travel Requirements:**

No travel requirement for this position.

**NOTE: This job description can and will be amended as required from time to time.**