



Finance and Administrative Officer

Appointment Brief
August 2020



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Background

Shahidi wa Maji is a Tanzanian NGO working for a fair water future where water is managed sustainably to ensure water security for all. Formed in 2008 by a group of concerned Tanzanian citizens working in business, academia, the water sector, NGOs and the media, the organisation plays a unique role in Tanzania's institutional landscape. We take action, generate evidence and advocate for the improved water and sanitation services, inclusive governance of water resources, and climate resilience which are necessary to underpin Tanzania's development.

Shahidi wa Maji leads civil society engagement across the water sector and has a strong track record of driving system change and improving water security for vulnerable people. We take a holistic view of water security and work to: drive improved water supply, sanitation, hygiene and public health; ensure sustainable access to water for livelihoods and economic growth; prevent depletion and degradation of our stream, rivers, lakes and aquifers; improve water quality and control pollution; protect water related ecosystems; resolve and prevent water conflict; and defend against the impacts of flooding and droughts. We work closely with government, communities and the private sector to understand their current water challenges, and to activate and support positive change.

Our ground-breaking Uhakika wa Maji programme uses social accountability monitoring with citizens, water stewardship with private sector, capacity building with government and evidence-based advocacy with decision makers. We help communities affected by water problems to

understand and secure their rights and to trigger effective action from statutory duty bearers. We help businesses to adopt the principles of good water stewardship, to use water responsibly and contribute to addressing water risks they share with society. We were the first organisation in Africa to effectively implement the global Alliance for Water Standard and continue to play a leading role in the region. Our communications, advocacy and capacity building work draws from our field experience, research and analysis to target decision makers and the public with key messages about the action we all need to take to ensure that Tanzania and our people have the water we need to thrive. Our evidence is used to drive policy change, strategic advice, training and raise awareness.

The organisation receives support from and works in partnership with Water Witness International, USAID, DFID, TAWASANET, GIZ, WWF, the Scottish Government, WaterAid, Foundation for Civil Society and the William and Flora Hewlett Foundation. Our work is valued by communities, the government, the donor community, our colleagues in civil society and other NGOs, and by private companies. A recent evaluation concluded that: 'the approach is highly relevant to Tanzania which faces multiple serious water challenges and it should be extended and scaled up in Tanzania and elsewhere.'

We are now looking for a dynamic Finance and Administrative Officer with the skills and experience to manage all financial and administrative operations in our organisation, so that we can build on our achievements to date. Responsible for ensuring that the appropriate systems are both in place and used effectively, the Finance and Administrative Officer will provide timely support and analysis to our team, our partners and the Board of Trustees.

The Role

Job Title:	Finance and Administrative Officer (FAO)
Place of Work:	Morogoro, Tanzania
Pay:	Up to TSH 34, 384,000 – 35,650,000 per annum
Reports to:	Director
Travel:	Occasional periods of travel in Tanzania
Term:	1.5 years (18 months), extension subject to performance and funding

Job Summary and Purpose

This is a new position within a people focused NGO, which will place the successful applicant at the heart of efforts to improve service delivery and resource governance for sustainable and inclusive development in Tanzania. The successful candidate will be responsible for efficient day-to-day financial and administrative operations, for ensuring that the appropriate systems are in place, and that they are used effectively, and for providing timely support and analysis to our team, our partners and the Board of Trustees.

Key areas of responsibility include ensuring robust internal controls, managing financial system and implementing financial policies and procedures, as well as developing tools and systems to ensure compliance with Shahidi wa Maji policies, external donor requirements and Tanzanian legislation and regulations. The Finance and Administrative Officer is responsible for budgeting and budgetary control, coordinating the annual and multi-year planning process as well as produce timely and accurate financial reports. Facilitating and coordinating audit activities, the post holder will lead the development of action plans based on audit recommendations, monitor and report progress on addressing these issues to the Director and the Board. This important role is essential to the smooth running of the team, providing timely financial, administrative and logistical support.

We are looking for someone who has a high level of integrity, accuracy and attention to detail in their work with the qualifications, experience, energy and confidence to evolve our dynamic NGO as a widely recognized agency for positive social, economic and environmental change – and water security for all - in Tanzania.



Duties and responsibilities

The Finance and Administrative Officer is responsible for managing all financial and administrative activities contributing to the achievements of Shahidi wa Maji (SwM)'s overall objectives. S/he is responsible for efficient day-to-day financial and administrative operations, ensuring operations run smoothly for the team, our partners and the Board of Trustees to ensure value for money to achieve maximum impact across the organisation's work.

1. Finance

- Managing day-to-day financial operations including accounts payable, accounts receivable/grants claims, bank reconciliations, general accounting functions in line with recognized accounting protocols.
- Improving economy and efficiency across the organisation and ensuring a robust internal control environment, including through identification, development, implementation and enhancement of relevant systems and processes.
- Coordinate with managers in the preparation of annual budgets, developing and strengthening budget monitoring, reporting and preparation of quarterly financial forecasts, management reports, and statutory annual accounts, keeping the managers fully informed of significant financial issues and developments.
- Processing and preparing monthly accounts to the management and to the SwM Board of Trustees.
- Preparing and coordinating the charity's financial reporting to donors and audits and ensuring recommendations are implemented as appropriate.
- Ensuring that accounting and administrative processes are understood and adhered to across the organisation.
- Ensuring that the charity is compliant with all legislation, guidelines, and best practice relevant to finance and taxation applicable to charitable organisations e.g. taxation.
- Ensuring compliance in submitting accounts, reports and other information to the NGO registrar and other such duties as required.
- Managing and supporting external stakeholder relationships including with banks, suppliers, landlord, accountants, and auditors.
- Working with budget holders to review performance against budget, providing financial advice, support or training to non-finance staff as required.
- Processing payroll on a monthly basis, ensuring salary payments are correct and timely.
- Develop and maintain effective working relationships with management and staff to understand their financial support requirements.
- Undertake any other responsibilities, tasks or activities as reasonably required.

2. Administration

- Managing the office and premises and lease. Applying Value for Money principles, maintaining/purchasing office furniture, equipment, and stationery, and managing relationships with suppliers of services such as utilities, transport, telephones, stationery, cleaning, and postage/courier services.
- Providing administrative support in accordance with SwM rules and regulations, including assisting in and preparing bookings, bidding procedures, contracts of experts/ external consultants and ensuring documentation of the procedures.
- Providing logistical support in line with project plans (workshops, training, scheduling, and organizing meetings and organizing travel logistics for project staff etc.).
- Ensuring that risk is managed according to the risk policy, and that the risk policy is regularly reviewed and updated, and the risk register is maintained.
- Managing SwM's Information and Communications Technology and assets, so that ICT systems and teleconferencing facilities are secure, reliable, and work efficiently and that data protection legislation is adhered to; ensuring that software is properly supported, and staff trained in its use.
- Overseeing paper and electronic filing systems and storage systems, ensuring these are used consistently across the organisation, that the data is accurate, well maintained, and easy to retrieve. This includes all key correspondence, regular monitoring reports and compliance documents.
- Overall responsibility for ensuring that SwM staff are all conversant with internal policies and understand and comply with all relevant health and safety, fire prevention, and data protection; Ensure fire prevention equipment is serviced regularly.
- Keeping up to date with Safeguarding and Health and Safety legislation and requirements, training and advising staff and partners.
- Keep abreast of trends and developments in finance and administration, identifying opportunities to improve existing SwM practices.

Key working relationships and logistical arrangements

The successful applicant will lead a growing team of professionals based at Shahidi wa Maji's offices in Morogoro. S/he will report to the Director and will work closely with the team to ensure high impact delivery.

Person Specification

The successful applicant will be able to demonstrate the following:

Experience and qualifications:

Essential

- Fully completed Accounting qualification/certification e.g. CA, ACCA, CIMA, CPA or University degree/Diploma or relevant qualification in accounting.
- Minimum of five (5) years' relevant experience include managing and administration of organisational finances, budgeting and monitoring, audits, producing monthly, quarterly, and annual accounts with analysis and commentary.
- Demonstrable experience of management of financial operations at mid-management level; Ability to provide financial analysis and interpretation for decision-making.
- Experience of management of office administration and communications.
- Excellent understanding of current legal requirements and best practice in financial management and accounting, (ideally as relevant to the NGO sector), includes government policies and regulations on financial management and taxation.

Desirable

- Experience working with international development organisation.
- Knowledge of International Donor reporting requirements.
- Risk analysis and risk management experience.
- Knowledge of water projects.
- Strong knowledge of fund accounting regulations for non-profit organisations.
- Experience of managing administrative process and procedure of a development organization.
- Experience of events management.

Skills and attributes:

Essential

- Effective and inspirational leader and collaborator, able to instill a strong organisational culture and values-led approach.
- Fluent in spoken and written English and Swahili language.
- Highly numerate and able to produce accurate work to tight deadlines.
- Extremely well organised with excellent planning and prioritisation skills to be able to produce high-quality work, managing a wide-ranging and complex workload.
- Ability to think strategically.
- Strong analytical/problem solving skills.
- Excellent (proven) interpersonal both oral and written communication skills.
- IT literate and excellent knowledge and skills in using VT Transaction or QuickBooks and Microsoft Excel and Word packages.

Desirable

- Basic understanding of Project Management.
- Driver's license and ability to drive off road.

Personal qualities:

Essential

- Trustworthy, able to maintain confidentiality, deal with sensitive information and to take responsibility for important operational functions.
- Self-motivated person, able to take initiative and work without close supervision.
- Able to work effectively in a diverse team environment, supporting colleagues on complex financial matters where required.
- Willing to work additional hours at crucial times.

How to apply

All correspondence should be sent to jobs@shahidiwamaji.org with 'FAO – Shahidi wa Maji' in the subject line. Please provide **a CV and cover letter in ONE single document**. The cover letter should be no more than two pages long, must explain why you want to work in this position, and should clearly set out how your skills and experience match the profile described in the job description. The CV should be no more than three pages long and should include the **email addresses and telephone numbers of two referees**.

Applications which do not meet these specifications will not be considered.

Timeline

Closing date:	17:00h EAT, 15 th September 2020
Preliminary telephone interviews:	Week of 21 st September 2020
Selection day and final panel interviews:	To be confirmed
Expected start:	On or before 20 th October 2020

Equality Statement

Equality and respect for diversity are at the core of Shahidi wa Maji's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. Please let us know if you need any assistance in making your application or if you have any special requirements should you be selected for an interview. **On this occasion only Tanzanian citizens should apply.**

Selection Process

Only shortlisted candidates will be contacted. Please assume that you have not been shortlisted if you have not heard from us within 1 week of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the interview.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email jobs@shahidiwamaji.org in the first instance.

