



CAREER OPPORTUNITY

Background:

The Centre for Counselling Nutrition and Health Care (COUNSENUTH) is a Women-led Tanzanian national non-profit, Non-Governmental Organization that was established in 1998 (Reg. OONGO/R1/00199) with headquarters in Dar es Salaam. COUNSENUTH's vision is to have a Tanzania whose people, particularly women, children, adolescents and other vulnerable groups have optimal health and quality of life. Its Mission is to achieve these through innovative, cost-effective, evidence-based actions, that enhance positive behaviors towards health, nutrition, education improvement, WASH, gender equality and women empowerment early childhood development, education performance improvement, climate change adaptation, youth employability and gainful engagement, through active community participation; multi-sectoral collaboration, good governance; advocacy and lobby; and active engagement of citizens.

POSITION: Finance and Administration Manager (FAM)

Duty Station: Dar Es Salaam Region, with travels as per position requirements

Reports to: Executive Director

Position Summary:

This is a full-time senior position in Finance and Administration for the Organization. You will be responsible for all functions involving overseeing the Organization's finances. You are answerable to Management and hold professional authority over decisions regarding income, costs, payroll, investments, and acquisitions. You will work closely with other management team members on matters that can affect the organization's financial health.

As the Finance and Administration Manager, you are responsible for the financial administration and oversight of all programmes/projects' funds, including financial analysis, budgeting, payroll preparation and management, risk management, compliance monitoring, procurement, and administration. You, therefore, oversee the staff working in the Department of Finance and Administration, which includes Finance and Accounts, Procurement and Administration.

You will also work closely with the Director of Programs/.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The ideal candidate for this position should have:

- Bachelor's degree majoring in accounting, Finance or equivalent
- Certified Public Accountant – CPA-PP or ACCA registered by NBAA
- 5 years' experience working in Finance Control, Management Accounting, or finance Management at International or locally based organizations funded by a variety of donors
- Knowledge of International Public Sector Accounting Standards (IPSAS) and Tax laws and regulations
- Must have people management skills and managerial-level experience.
- Sound knowledge of a variety of donor compliance rules and regulations.
- An MBA will be an added advantage

Specific Responsibilities:

1. Being responsible for the Oversight of General Office Finance and Accounting activities, including:

- a) Supervise the finance team and allocate all Finance and Accounting activities in the Centre in accordance with available human resources and provide advice and mentorship to all concerned,

- b) Develop, adhere to and maintain financial records and reporting systems for the projects in accordance with generally accepted auditing standards and accounting principles,
- c) Prepare timely and accurate financial statements and reports that are appropriate for the users of the organization in accordance with standard accounting procedures and contract agreements with funders,
- d) Oversee compliance with internal financial and accounting policies and procedures, ensuring internal controls are available and working throughout the period,
- e) Oversee development and maintenance of financial accounting systems for cash management, accounts payable, accounts receivable, and petty cash,
- f) Prepare and supervise internal and external audits in liaison with the Board's Accounts and Finance Committee,
- g) Analyse and monitor each project's spending, identify potential problems and work with the Director of Programmes on budgeting/spending issues,
- h) Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized and disposed of as appropriate,
- i) Supervise store operations and procurements according to COUNSENUTH's finance and Procurement policies,
- j) Provide Advice to the Executive Director and Senior Management Team on effective and efficient mobilization and management of organisational resources,
- k) Support with project proposals and fundraising,
- l) Ensure Financial Data Back up as per set-up procedures.

2. Financial administration and oversight of the project fund-specific activities, including to:

- a) Oversee cash flow and control cash management for the projects.
- b) Establish and adhere to and maintain financial records and reporting systems for the projects in accordance with generally accepted auditing standards and accounting principles, with appropriate internal controls.
- c) Communicate regularly with the Executive Director, keeping him/her informed of the financial position and issues relating to cost containment and minimization (i.e., value for money) across the project activities
- d) Review Monthly and quarterly financial reports and any other reports according to the Donor's requirements.
- e) Ensure proper postings of project transactions are made to the organization's consolidated accounts.

3. Payroll preparation and administration

- a) Oversee all payroll functions in a timely and accurate manner
- b) In collaboration with the HR, process statutory benefits and submit remittances on time
- c) Spearhead Budgets Preparation
- d) Establish guidelines for budget and forecast the annual budget in consultation with the Director of Programmes and the Executive Director
- e) Assist Programme Directors and Programme Managers with the preparation of budgets for funding applications

4. Risk management:

- a) Monitor risk management policies and procedures to ensure that programme and organizational risks are minimized and update organization risk register accordingly,
- b) Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors,
- c) Liaise with Bank for financial services as required and appropriate.

5. Information technology:

- a) Evaluate the need for new technology to meet the organization's financial data processing, control and reporting requirements.
- b) Advise on appropriate technology that meets the organization's information requirements

and financial resources.

6. Oversight over Procurement

- (a) Oversee procurement and contract management activities, including transactional processing, payments, transparency, value for money for procured services, fair dealing and integrity, as well as accountability monitoring and maintenance of supplier relations.
- (b) Oversee effective functioning of the Procurement Committee in strategic decision-making about suppliers, contracts and risk management
- (c) Monitor alignment of procurements with market trends, organizational objectives, and watch over supplier capacity to ensure quality.

7. Office Administration

- a) Oversee and supervise the administrative function of the organization, including reception, property/facility management, safety of the work environment and provision of furnishings and equipment necessary for effective operations,
- b) Oversee the management of all leases, contracts and other financial commitments
- c) Oversee the HR Functions to ensure that office meetings, staff learning sessions and workshops are conducted,
- d) Serve as a secretary in Management meetings,
- e) Monitor all legislation relevant to the organization (employment standards) and all regulations on professional certification to ensure that the organization is compliant

8. Perform any other duties as may be assigned by the Authorities

Additional Information

If you meet the above qualifications and wish to apply, please submit a single document that includes both your application letter and CV. Be sure to state your current position, provide a daytime telephone number, and include the names and contact details of three referees. The interviews will be conducted at the COUNSENUTH offices in Dar es Salaam. All applications must be received by 1700 hours not later than January 21st, 2026.

COUNSENUTH does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.

COUNSENUTH is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and affiliates to share this commitment. COUNSENUTH is dedicated to diversity and is an equal-opportunity employer.

To submit your application please follow the link provided below

<https://hrms.counsenuth.or.tz/career/jobs>