



## THE CENTRE FOR COUNSELLING NUTRITION AND HEALTH CARE (COUNSENUTH)

### CAREER OPPORTUNITY – PROJECT ACCOUNTANT

#### 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.

#### Project Overview

COUNSENUTH in collaboration with Children in Crossfire is implementing the school feeding project in Kondoa - Dodoma, focusing on strengthening systemic and school level provision of sustainable school feeding program; demonstrating the contribution of continuous school feeding to improve attendance, retention and learning performance; and supporting the wider consolidation of pre – primary education quality and transition to grade one and two in Kondoa DC and TC by building teacher and leadership capacity.

**Position:** Project Accountant

**Duty Station:** Dar Es Salaam Region

**Reports to:** Finance and Administration Manager

**Level of Efforts:** 50 percent

#### Position Summary:

This is a part-time medium position in Finance and Administration department. As the Project Accountant, you are responsible for the financial administration and oversight of all School feeding project funds, including budget development and monitoring, facilitating payments, financial analysis and reporting, payroll preparation and management, risk analysis, monitoring and management, compliance monitoring, procurement, and administration.

#### REQUIRED QUALIFICATIONS AND EXPERIENCE

The ideal candidate for this position should have:

- Bachelor's degree majoring in accounting, Finance or equivalent
- 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
- Sound knowledge of a variety of donor compliance rules and regulations.

#### Key Responsibilities:

##### 1. Financial Transactions & Record-Keeping

- Process and review financial transactions, ensuring proper coding and documentation.
- Ensure timely posting of transactions into the accounting system.

- Maintain proper documentation of financial records for both internal and external audits and reporting purposes.
- Support the tracking and reporting of donor-funded projects, ensuring proper fund utilization.

## **2. Financial Reconciliations & Controls**

- Bank Reconciliation: Conduct monthly reconciliations of project bank accounts, ensuring alignment with financial records and investigating discrepancies.
- General Ledger Reconciliation: Reconcile sub-ledger accounts to the general ledger and ensure all balances are accurate.
- In collaboration with the Procurement Officer; Maintain and update the fixed asset register, ensuring assets are properly recorded, depreciated, and disposed of according to the Centre's Financial and Procurement policies.

## **3. Budget Monitoring & Compliance**

- Assist in the preparation and monitoring of project and operational budgets.
- Ensure all expenses align with approved budgets and donor agreements.
- Prepare monthly budget variance analysis reports for management review.
- Ensure that project activities are executed in line with the budget and financial policies.

## **4. Financial Reporting & Compliance**

- Prepare monthly, quarterly, and annual project financial reports in compliance with International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS), and donor-specific requirements.
- Ensure timely submission of project financial reports to management, donors, and regulatory bodies.
- Maintain strict adherence to internal financial controls and compliance with donor regulations.
- Ensure compliance with Tanzania Revenue Authority (TRA) tax obligations and statutory payments.

## **5. Payroll & Statutory Compliance**

- Process monthly payroll, ensuring timely and accurate payments.
- Ensure statutory deductions (PAYE, NSSF, WCF) are calculated, deducted, and remitted on time.
- Maintain confidentiality of payroll data and liaise with the Centre's Human Resources Officer to ensure compliance with labour laws.

## **6. Audit Preparation & Internal Controls**

- Ensure all financial documents are audit-ready and properly organized.
- Support the preparation and execution of internal and external audits.
- Implement audit recommendations and strengthen financial controls.

## **7. Donor & Stakeholder Financial Management**

- Assist in the preparation of donor financial reports, ensuring compliance with donor-specific requirements.
- Work closely with project teams to ensure proper allocation and utilization of project funds.

### **Additional Information**

*If you meet the above qualifications and wish to apply, please submit your application letter, CV and certificates. 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 July 28<sup>th</sup>, 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.counsenuh.or.tz/career/jobs>