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JOB DESCRIPTION

Position: Programme Accountant
Reports to: TCO Accounting Unit Lead
Supervises: None
Location: Dar es Salaam/Arusha
Grade: A3

I. Major functions:

Under the directives of the Financial Controller, the Program and Cash Management Accountant's responsibilities will be as follows:

- Provide hands on support to the Finance team on all financial and operational issues to ensure effective management of the TCO Programs and projects.
- Oversee implementation of donor and WWF's operational policies, procedures standards and systems including budget management, financial reporting, audits.
- Support and coordinate development of program's operational, strategic and business plans and ensure effective implementation of the same

II. Major duties and responsibilities:

Program financial management

- Manage program expenditure by ensuring that all program activities are fully funded and expended appropriately.
- Liaise with project technical staff and the TCO Finance Manager on budgetary/cash flows and disbursements from the donor and to program by ensuring funds calls are sent out timeously.
- Coordinate regular program team financial reviews based on work plans and expenditures.
- Update and facilitate technical staff's comprehension of the respective financial management issues.
- Prepare quarterly financial reports for the assigned projects and submit to Finance Manager for review and submission to the donor.

Cash and Bank Management

- On a monthly basis, prepare bank reconciliation statements, within five (5) working days after month end, and submit the same to Financial Manager for review and approval.
 - Capture all bank charges and other bank transactions (e.g. interest) in Oracle accounting system
 - Run bank reconciliation report from oracle and follow up on all reconciling times and ensure that there are no long outstanding items and that all reconciling items are valid reconciling items.
 - Ensure that there are no reconciling items outstanding for more than 30 days
 - Ensure that clearing accounts do not have long outstanding transactions



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- Liaise with bank on all bank account related matters and ensure that all bank accounts have adequate signatories and any change in signatories is promptly communicated with the appropriate person at WWF International and make follow up to ensure the changes are affected timeously.
- Oversees the process of month end cash count and reconciliations thereof.

Financial management and accounting

- Playing a leading role in preparation and ensure timely submission of all financial reports assigned for review and approval to Finance Manager for further submission to donors and other partners as per respective contracts.
- Manage key financial documents including filing of invoices, contracts, vouchers, journals and other related documents in line with Field Accounting Manual and donor requirements.
- Ensure that accounting transactions are entered in the financial systems in a timely manner.
- Manage the entire process of common cost recovery and amortisation by ensuring that common costs are appropriately and correctly allocated to individual projects and the related journals are timeously captured in Oracle.

Program audits

- Play a leading role in organizing program audits including preparation of documents for internal, external and donor audits.
- Prepare project's financial statements and submit to auditors for audit purposes.
- Liaise with internal and external auditors on audit related issues
- Assist in providing management responses to audit reports and implement recommendations.

General Responsibility:

- Undertake any other official duties as assigned by the TCO Finance Manager and the WWF Country Director or his/her assignee as would be required.

III. Profile:

- A university degree in Accounting, Commerce, Business Administration or related field;
- Full accounting qualification i.e. CPA, ACCA or equivalent will be an added advantage;
- Three to five years of working with financial/accounting systems experience in a major international organisation/NGO i.e. USAID
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO but private sector experience will be equally considered;
- Good knowledge of fund accounting (including reporting requirements of major Bi-lateral Aid Agencies);
- Hands-on knowledge of the major ERP Accounting Systems would be a distinct advantage;
- Excellent written and spoken English and knowledge of local languages an asset.

VI. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Finance Manager, Financial Analyst, project and Tanzania Country Office staff.

External: Interacts as required with other stakeholders, in collaboration with the Finance Manager as appropriate.



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This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

MODE OF APPLICATION

Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: **hresources@wwftz.org** by **Friday, 07th October 2022 at 3:30 pm**. Please indicate the title of the position you are applying for in the subject line of your e-mail. Only shortlisted candidates will be contacted for the interview.

WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org

