



Job Description

Title: Finance Officer

Supervisor: Finance and Administration director

Date: Jan 2019

1. Introduction

The Tanzania Forest Conservation Group is a National NGO with a certificate of Compliance from the Ministry of Community development, Gender and Children No. 1760. TFCG receives funds from multiple donors for the implementation of activities that contribute to achieving the organization's mission. The mission of the Tanzania Forest Conservation Group is 'to conserve and restore the biodiversity of globally important forests in Tanzania for the benefit of the present and future generations.'

The Finance and Administration Director is overall in-charge of the department and s/he is responsible for the efficient and effective operations of TFCG's Finance and Administration department.

The department under his/her responsibility is composed of three sub-divisions:

- The Financial division
- The Administrative division and,
- The human resources function

The Finance Officer 4 is part of the financial sub division

2. Reporting Line:

The Finance Officer reports to the Director of Finance and Administration and has no direct supervision of other staff. The FO will work closely with other team members in Finance and Administration sub division and interact when needed with technical staff on program related (finance and reporting) issues

3. Key Responsibilities

While adhering to the organisational standards and applying the appropriate procedures and regulations, the Officer is directly responsible for the following:

a) *Management of Sub Grants Accounts*

- Review of Funds Request by sub grantees and ensure the requested amount is in line with the signed agreement (activity, time schedule, budget/plan) and check whether requirements have been met, before submitting the request to FAD for a final review.
- Ensure there is no outstanding balance, and if confirmed, prepare all Payment information to be submitted to FO in-charge of payments / transfers
- Review and check retirement documentation from implementing partners to ensure that all expenditure incurred matches the approved activities and earlier agreements signed.
- Ensure the retirement documentation is presented in the approved format in both hard copy and soft copy.

- Ensure supporting documents are all “original” and conform financial regulations (reference number and dated, as well as stamped “paid”), and payments effected by the implementing partner comply with statutory requirements such as withholding taxes and VAT.
- Prepare uploading journal and record the transactions in QuickBooks via defined journal.
- Prepare journal vouchers for the reviewed transactions; record the transactions in QuickBooks, using a predefined journal format.
- Inform FAD in case of any issue or discrepancy noted during review.
- On a regular basis, reconcile reports from QuickBooks data to present an overview of outstanding balances, assess completeness of recordings and coherence of data registered, before reconciling donor reports
- Timely reconcile financial information, and inform FAD on any unresolved issue
- Approve M-pesa payment and prepare M-pesa retirement
- Review of staff imprest retirement, ensuring the expenditures incurred are accurately presented and supported with relevant and required documentation. The retirement should not exceed the imprest amount approved.
- Ensure the retirement documentation is presented in the approved format in both hard copy and soft copy.
- Ensure that all supporting documents are original documents with a unique reference number and date.
- Prepare Bank Reconciliation of TFCG Bank account for FAD for review
- Communicate with TFCG Bank relationship officer to reconcile and clear unrecognised transactions

b) Assist in Preparation of Financial Report

- Extract financial data from QuickBooks and prepare donor specific financial reports as per contractual agreement
- Assist in preparation of financial reports for monthly, quarterly and annual reports

c) Documentation and Filing

- Assist to ensure documents are securely filed
- Other duties as required.

4. Validity of job description

The current job description’s validity is one-year and will be updated / reviewed, based on the outcomes of the personal result and development plan interview. The Job description will form part and parcel of the employment contract between the FO and TFCG.

5. Qualifications and Experience

- Bachelor Degree in Accounting or equivalent
- A CPA is a requirement
- At least 5 years work experience in accounting field
- Experience in QuickBooks or similar Accounting package required.
- Good interpersonal skills and communication skills.
- Good command of English and Swahili [both written and verbal)
- Experience working with an NGO and/or international organisation
- Good organisational skills