

## JOB PROFILE

### Senior Accountant

#### 18. Senior Accountant

##### *Place in the organisation*

- The Senior Accountant works in the Operations Department
- The Senior Accountant reports to the Head of Operations

##### *Purpose of the position*

To have a rational, efficient and accountable administration for financial functions of TNRF.

##### *Outputs*

- Reliable and accurate financial information and reports of TNRF as a whole and of the projects and programmes provided in time, in required formats for donors, Working Groups, projects, Board of the Forum, and the members of the AGM
- Proper and transparent financial records in a computerised accounting package (QuickBooks)
- Monthly bank reconciliations
- External and internal audits
- Advice and support to the (internal) clients provided

##### *Core responsibilities*

##### **Job description / Responsibilities:**

- Preparation of reports
  - Prepare monthly and quarterly management reports for EMT and program managers;
  - Prepare half yearly and annual financial reports for EMT, program managers and donors;
  - Budget checks (Variance analysis report); and
  - Review the Working Group's projects, special projects and other programmes financial accounts on their compliance with accepted International Financial Reporting Standards and TNRF's policies and procedures, and directing them to take corrective action when required.
- Fund/Income management
  - Timely review of contracts to ensure that expected funds are being processed by donors.
  - Ensure expected funds have been banked in our bank accounts.
- Cash & Bank
  - Review of bank reconciliation statements
  - Exchange difference on bank transactions (loss/gain calculations)
- Budget management
  - Assist in compilation of budgets (if need be).
  - Ensure approved budgets are entered in QuickBooks (should be supported with a signed document.
  - Ensure approved budgets are filed properly in respective files.

- Imprests
  - Follow-up retirements.
  - Ensure Head of Department has reviewed the retirement form.
  - Prepare bi monthly report/summary on outstanding imprest balances.
- Fixed assets administration
  - Maintaining and updating fixed asset register, labelling
  - Reconciling Fixed asset register against General Ledger (in QuickBooks)
  - Depreciation calculations
  - Preparation of fixed assets report as part of monthly reporting
  - Preparation of fixed asset schedule for audit purpose
- General
  - To assist during the external audit process and provide required reports to auditor
  - To provide other staff (accountants and program officers) responsible for finance with the training, advice and information they require to carry out their functions

## **Requirements**

### Qualifications, experience

- University first degree in Accounting.
- Finalized CPA courses are an added advantage (for university degree holders in Accounting).
- Experience with accounting systems (QuickBooks is a strong advantage although we are planning to acquire ERP accounting system).
- Sound knowledge of Tanzanian fiscal legislation.
- 3 years of relevant work experience in accounting.
- Computer literacy in QuickBooks, spreadsheet and other database software.
- Fluent in English and Kiswahili.
- Honest
- Diligent
- Team player
- Focused on deadlines
- Age – above 28 years

*Strong references are a requirement, reference checks are ordinary procedure for finance functions*

### Behavior competencies

#### **I. Core Competencies**

<b>Communication</b>	<i>Communicating orally in a clear manner and adjusting one's use of language to the receiver's level. Showing one absorbs and understands important (non) verbal information and asking further questions when necessary.</i>
<b>Integrity</b>	<i>Maintaining high ethical standards both personally and professionally: being incorruptible.</i>
<b>Working with others</b>	<i>Taking responsibility to build and maintain positive relationships and valuing the opinion of others.</i>
<b>Flexibility</b>	<i>Adaptable; receptive to new idea. Willing and able to adapt/change one's behaviour and/or views to changing circumstances in order to attain a set goal</i>
<b>Self-development</b>	<i>Having insight in one's identity, values, strengths and weaknesses, interests and ambitions and taking action in order to enhance one's competences where and when possible.</i>

## **II. Job related Competencies**

### **Problem analysis**

Pointing out problems, recognising important information and establishing connections between various data.  
Tracing potential causes for problems.

### **Planning and organising**

Setting goals and priorities, indicating the required actions, time and resources to achieve those goals.

### **Management control**

Controlling the progress of employees' processes, tasks, or activities and of one's own work and responsibilities.

### **Written Communication**

*Expressing ideas and opinions by way of appropriately structured documents in clear, grammatical correct writing, employing language and terminology tailored to the reader.*

### **Work systematically**

Structuring one's work in an orderly and transparent manner; carrying it out with an eye for detail and accuracy.