



## **JOB OPENING : ACCOUNTANT (RE-ADVERTISED)**

**Mpingo Conservation & Development Initiative (MCDI)** is a Tanzanian NGO using Participatory Forest Management to achieve forest conservation and alleviate rural poverty in south-eastern Tanzania. We are seeking a qualified accountant to join our team in Kilwa and manage MCDI's financial and administrative affairs.

Grade: Executive Officer  
Location: Kilwa Masoko

Reporting to: National Coordinator  
Start Date: as soon as possible

### **Main Duties:-**

1. Ensure correct and up-to-date financial accounts are kept for MCDI, accurately reflecting expenditure made against various grants received.
2. Supervise entry of accounts transaction data by the Accounts Clerk, correcting errors and posting to the correct accounts.
3. Track expenditure made against donor budget lines, alerting MCDI management when expenditure exceeds or is likely to exceed budget.
4. Generate monthly, quarterly and annual financial reports as may be needed by MCDI management, and donor-specific reports as required by donors.
5. Keep MCDI management informed of MCDI's financial status, providing advance warning if funds are running low.
6. Preparation of Bank Reconciliation statements
7. Facilitate financial audits.
8. Day-to-day management of administrative aspects of MCDI's office.
9. Supervise MCDI's administrative and office support staff.

### **Qualifications / Experience:-**

We are looking for an experienced accountant with some management experience.

### **Minimum:**

1. A good Diploma or higher in a relevant subject.
2. At least 2 years experience in financial management.
3. Proficient with standard computer software and QuickBooks accountancy software.
4. Fluent in both Swahili and English.

### **Additional relevant capabilities:**

5. Experience in managing junior staff.
6. Previous experience working in the NGO sector.

Interested candidates should send a CV, and a covering email to [jobs1104@mpingoconservation.org](mailto:jobs1104@mpingoconservation.org). (Please do not send scans of certificates or transcripts at this stage.) Deadline for applications is 15<sup>th</sup> Feb 2012. Only those invited for interview will be contacted. Only Tanzanian applicants are eligible to apply. For more information on MCDI see [www.mpingoconservation.org](http://www.mpingoconservation.org).