

JOB ADVERTISEMENT

Wake up And Support others Organization (WASO) is a registered non-Governmental organization with its Head Quarters in Temeke Municipal. It is a non-profit making organization registered as NGO with Registration No. 00NGO/R1/0053.

WASO partnered with FHI360 to implement EpiC Project, the HIV prevention project funded by the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control.

WASO is therefore seeking competent, experienced, dynamic and qualified candidate to fill the position below.

Job Title: ASSISTANT ACCOUNTANT

Project council: Temeke Municipality

Agreement: One year Contract

Line Manager: FINANCE
ANDADMINISTRATION MANAGER(FAM)

Vacant post: 1 Post

Job Objective: To provide financial support to partner NGO and WASO project to implement project's services related to achieving the objectives stated in the project document and the agreement with practical action by following management guidelines and financial rules in practice within partner NGO

JOB DESCRIPTION

- Collect invoices/bills and make payment ensuring the prevailing financial rules and regulations of partner NGO
- Report to Project Management Unit (PMU) on the financial performance on periodic basis
- Make advance payment to travel allowance, per diem and travel advance
- Reconcile bank accounts and report to Project Management Unit (PMU)
- Keeping project staff aware and informed of changes to accounting system /structure/procedure through training /presentation
- Visiting project sites as necessary to facilitate and oversee the field activities
- Assist the process of financial and project annual audits
- Ensuring compliance with all applicable internal control and USAIDS financial management policies and procedures.
- Planning and prepare financial year budget, general ledger account, journal voucher's recoding fixed asset register

- Ensuring all project expenditure has appropriate expense class and account coding. These should be due deliverable, accepted in good condition prior to finalizing payment
- Ensuring all project expenditure is reasonable, a located and allowable has adequate supporting documentation
- Responsible to prepare monthly financial report cash books, petty cash, issuing receipts, bank reconciliation statement and preparation of the trial balance to WASO guidelines
- Plan and prepare financial year budget, general ledger account, journal voucher's recording fixed asset register, treatment of suspense account, treated depreciation of asset and preparation of final accounts
- Maintaining and managing in a systematic and efficient manner, accurate financial records and supporting documentation (both hard and electronic copies) of all financial transaction
- Ensuring all documents are dully received and approved, and they are all marked according
- Ensuring all vouchers and cheques numbers are assigned
- Updating check register, forecast cash needs and timely update check
- Safeguarding all the original financial documentation
- Preparing cost sharing report as mandatory for USAIDS
- Effectively interacting with all levels of staff and partners
- Maintaining high integrity of confidentiality as per organization regulations.

KEY PERFORMANCE INDICATORS:

- Achievement of objectives outlined above
- Completion of Tasks assigned by supervisor
- Meeting of deadline

Education and Experience:

Qualification: Bachelor Degree in Accounts, Finance, Business Administration (Accounts/Finance)

Working Experience:

- At least 2 years' experience in Community work -HIV prevention program implementation that includes HIV prevention, care and treatment (required), HIV counseling and testing services, and Sexual Reproductive Health (SRH).
- Knowledge of health and program development in Tanzania including familiarity with the national Key and Vulnerable Population (KVP), youth and gender guidelines, standards and protocols.
- Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
- Ability to manage tight deadlines and deliver high quality of work with minimal supervision.

- Experience in planning and budgeting will be an added advantage
- A high degree of proficiency in written and spoken English and Swahili.
- Ability to work in a team
- Well -developed computer skills in basic applications example Quick book, Ms excel, Ms word etc.

Mode of Application:

Interested candidates are required to submit their application letter and attach their latest CV. All applications should be submitted to **info@waso.or.tz; and waso.ortz@gmail.com**. **The** deadline for applications is **1700hrs, 14th October 2024**. Only Short-listed candidates will be invited for the interview.