



Job Opportunity



Who are we?

Hakirasilimali / Publish What You Pay is a platform of Civil Society Organizations (CSOs) working on strategic issues around minerals, oil and gas extraction in Tanzania incorporated as a non-profit company under the Companies Act of 2002 since 2017. The coalition emerged from an online "Knowledge Community of Practitioners" in the extractive industries in 2010 to its current status as a joint learning and advocacy platform. The group started engaging in extractive advocacy in an ad-hoc manner, albeit with some success. Taking into account the lessons learnt since 2010, the group envisages to utilize the available potential to become more effective in influencing extractive industries related policies, laws and practices in the country; by adopting a more strategic and proactive approach.

Finance and Administration Officer

Why would you want this job?

This type of position may attract people who are passionate about the technical/professional aspects of financial management and accounting as well as being interested in policy issues especially those in our areas of focus. A gender-sensitive person with broad analytical skills, highly integrity and ethical attitude. Individual with self-drive to work and make a long-term positive impact on the new organisation, in order to establish and maintain financial systems and practices that are in full compliance with IFRS and ensure that Hakirasilimali obtain maximum value for money at all times and that funds are spent with maximum efficiency to achieve objectives. There is plenty of opportunity for growth and personal development for someone with initiative and drive.

The Details:

Tasks and responsibilities:

A. Financial Accounting.

- Ensure that Hakirasilimali resources are managed efficiently in compliance to IFRS and in accordance with Hakirasilimali Governance Policies, NBAA regulations and Tanzanian Laws.
- Use specialized accounting software and Microsoft office to post, verify, and reconcile all financial transactions, for mathematical accuracy and proper financial classification.

- Retain and organize for storage of all financial records include calculate, prepare and issue invoices, journal vouchers, purchase orders, budget versus expenditure statements, trial balance statements and all other financial statements according to established procedures.
- Reconcile, verify, calculate and prepare expenses for the organizations employees (payroll), vendors and suppliers for prompt payment.
- Compile or oversee the compilation of statistical, financial, accounting and auditing data for use in reports and tables pertaining to any required financial statements.
- Compute taxes owed and preparation of tax returns, ensuring compliance with payment, reporting and other tax requirements, pension SDL and WCF.
- Preparing Strategic Budget, Annual Budget, establish and assign budget codes to proper accounts and maintain accurate records of expenditure against budget and prepare monthly budget vs expenditure reports.
- Preliminary analysis of operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses or to provide advice.

B. Administration

- Responsible for the administration of the Hakirasilimali office. This includes the management of paper (establishment and maintenance of a filing system for Hakirasilimali) maintaining the filing folder on the Hakirasilimali general e-mail account and archiving e-mails as per agreed e-mail management system established in collaboration with the Hakirasilimali Coordinator.) general administration of the office (ensuring that bills are paid on time, office is cleaned and well maintained, any maintenance is followed up with the relevant people, in collaboration with the Coordinator a system of administrative cost control is established.
- Management of all logistical arrangements for the Steering Committee/Board Meeting meetings (including sending out invitations and reminders, following up by telephone, ensuring that agenda and background documentation is obtained and sent to all invitees in a timely manner, ensuring that venue is available, organizing refreshments for

those meetings hosted at the Secretariat, arranging for attendee registration, following up on minutes and ensuring that they are sent out on time, etc).

- Establishing, updating and maintaining a diary of main events relevant to Hakirasilimali); sending out reminders to members on agreed actions and deadlines and following up by telephone where necessary.
- Ensure Hakirasilimali compliance with various regulatory authorities in its operations.
- Maintaining and regularly updating the various Hakirasilimali contact databases. Providing initial drafts of standard correspondence in a proactive manner. As the postholder becomes more familiar with the work of Hakirasilimali, s(he) will assume increasing responsibilities in this area.
- Any other work duties as assigned by the Coordinator.

C. Reporting:

- Reporting to Coordinator with oversight from an appointed Accounting firm/Finance Advisor

D. Skills, Qualification and Experience:

- Degree/Advanced Diploma or the equivalent in Accountancy, CPA will be an added advantage Accountancy
- At least three year's relevant experience (working local/International NGO/CSO and donor funding environment is an added advantage)
- Experience in the use of basic accounting software, high competence in Ms. Office especially in excel.
- Strong analytical ability to evaluate operational issues
- Thoroughness; ability and tendency to pay close attention to detail.
- Some administration experience would be preferred.
- Ability to manage own time and that of others effectively with minimum supervision

D. Values:

- In addition to the above specific qualifications Hakirasilimali has particular values and expectations of its staff. These include the following attributes:
- Commitment to social justice, human rights and enabling policy environment
- Flexibility and innovation in achieving objectives
- Commitment to mutual respect, tolerance and team work

- Desire to take initiative, reflect, listen, learn and ask questions
- Willingness to take on multiple responsibilities and result orientation
- Adherence to the highest ethical standards

How to apply?

You are invited to submit the following: (a) a cover letter clearly stating in 200 words or less why you want this job and consider yourself suitable for it, (b) salary history, (c) 2-3 references, (d) an updated CV which includes your complete contact details,

The application deadline is **August 31st, 2018**. Application materials will be retained by Hakirasilimali and cannot be returned. Complete and more detailed job description can be found on the Hakirasilimali

Website: <https://www.hakirasilimali.or.tz/internal-jobs/>

Women are strongly encouraged to apply!

Disqualification With immediate effect for Canvassing, Corruption, Bribe or any Unethical Behaviour for Candidate!

Only shortlisted candidate will be contacted.

Interested candidates should submit an application either by mail or by e-mail to the following address:

HakiRasilimali (*Write the name of the post you are applying for here.*)

Hakirasilimali

PO Box 38486,

Dar es Salaam

E-Mail: info@hakirasilimali.or.tz

Website: www.hakirasilimali.or.tz