

## Twaweza Job Description: Senior Accountant

Twaweza, a dynamic East Africa wide organization,  
is looking for a competent, effective and energetic Accountant based in Dar es Salaam

**Job Title:** Senior Accountant  
**Salary Grade:** 6  
**Reports to:** Head  
**Supervises:** Accounts Assistant and Intern  
**Location:** Dar es Salaam

### Overall Responsibility:

You are over responsible for the overall financial administration of Twaweza in East Africa in accordance with the legal requirements, highest ethical standards and internationally recognized financial reporting practices (IFRS) you will ensure that all financial management practices, reports and documentation are well organized and conform to policies and the highest standards.

### Specific Responsibilities

1. Support the development and updating of financial policies, procedures and standards, including keeping abreast of new financial and tax laws in accordance to legal requirements and the best financial practices, and ensure that all staff are well informed in their use;
2. Ensure that all financial transactions (including grant disbursement and date are correctly implemented according to policies and procedures;
3. Ensure that all financial documents are accurately supported, approved and coded, and that all cheque list, petty cash, Purchase Orders are maintained correctly;
4. Ensure that staff payroll administration is verified for accuracy, properly processed and that all statutory payments such as PAYE are made on a timely basis;
5. Manage banking accounts and balances effectively and efficiently including undertaking monthly bank account reconciliations Foreign exchange management as and cash flow management in a timely manner.
6. Support management of donor funding and disbursements; and ensure acknowledgement of receipts and financial reporting is accurate, professional and timely;
7. Contribute to annual budget development for Twaweza;
8. Ensure that Twaweza is compliant with all legal requirements regarding taxation, returns, fees and other statutory requirements;
9. Review financial statements and reports of partner organizations and grantees as required; provide financial advice/training as needed;
10. Prepare monthly expenditure in relation to budget reports and inform management on a timely basis;
11. Undertake periodic checks of assets and stores are done, and prepare reports on the same for management
12. Prepare high quality financial reports Including professional annual financial statements in a timely basis;
13. Prepare for and collaborate with internal and external auditors to ensure successful audit;
14. Maintain well organized physical and electronic archive of financial documentation stretching back at least seven years insecure location.

### General Responsibilities

- Successfully implement above responsibilities and assigned activities (and associated budgets) in work plans, consistent with Twaweza Policies.
- Contribute effectively to planning, monitoring and reporting of Twaweza's work

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- Comply with and foster adherence to the established Twaweza policies, regulations, guidelines and procedures.
- Participate actively in organization-wide learning and other joint activities.
- Undertake any other lawful tasks as may be assigned by the Supervisor.

### Core Qualifications

1. Holder of CPA (T) certificate or equivalent;
2. At least three years working experience;
3. Excellent administrative and planning skills;
4. Pastel and/or Computer literacy;
5. Impeccable, corruption-free reputation and integrity;
6. Ability to keep deadlines and give attention to detail;
7. Experience in NGO accounts/financial management;
8. Be able to handle and deal with confidential information in an appropriate manner.

### Changes and Amendments:

This job description may be amended by Twaweza after consultation with the employee and the supervisor.

### Application Process:

To apply for this position, please submit your **CV (max 4 pages)** to [jobs@twaweza.org](mailto:jobs@twaweza.org); including a **cover letter** explaining your interests/motivations to work for Twaweza, and **2 samples of your written work** and **names of 3 referees**, in MS Word or PDF file. **In the subject of your email write your name and the position you are applying for.**