



ACCOUNTANT



Job Title: ACCOUNTANT

Supervisor: Admin and Accountant, Tanga and Head of Finance Unguja

Duty station: Unguja, Zanzibar with occasional visits to Tanga .

Country: Tanzania

Start date: June 2024

1. Background to Mwambao

Mwambao Coastal Community Network was established in 2010 to help communities in Tanzania's coastal areas develop strong and effective local resource management systems that support livelihoods and sustain marine ecosystems. Mwambao employs a human-rights based approach and works to empower local communities and enable them to learn from each other through a community-based network spanning different coastal areas and communities. The network structure fosters learning as well as collective action on shared interests such as influencing policy.

Mwambao has emerged as a leading actor in facilitating community-based marine management in Zanzibar as well as in north-eastern Tanzania working with a number of key international partners whose relationships need confident and sensitive mentoring. The team has expanded significantly in recent years in terms of funding, geographical spread, and diversity of approaches. Mwambao currently has 63 full-time staff and established offices in Tanga, Pangani, Pemba Island and Unguja Island Zanzibar.

Mwambao is seeking an experienced Accountant for their Unguja Office, Tanzania, to support the management and reporting of a 5 years project entitled 'Biodiversity Offsetting and Livelihood Restoration for communities of the MCHOMAPUNDA Community Fisheries Management Area' with majority funding by the East African Crude Oil Pipeline Project. The work base is Tanga city.

II. Overview of the role in the current context

Overall, the project aims to address biodiversity offsetting and livelihood needs while promoting sustainable practices and resilience in the targeted communities. The project goals are Livelihood Development, Increased Climate Change Resilience, and Ecosystem Reinstatement through increased capacity for sustainable community-led marine co-management in five communities within the MCHOMAPUNDA CFMA, Tanga by 2027. The Accountant will support the organization's development in fulfilling its mission to maintain healthy marine ecosystems through improved sustainable coastal resource management and diversified community livelihoods through:

- Strengthening local marine resource governance institutions
- Increasing benefits from sustainable use of marine resources
- Improving policy and legislation to support community management

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III. Roles and responsibilities

The Accountant will be a part of the Mwambao Management Team and will report directly to the Tanga Admin and Accountant, Tanga and Head of Finance. He/she will also work closely with the Project Manager. His/her primary function is responsible for the day-to-day accounting, financial, administration, and logistical support operations of the project. He/she plans, organizes, directs, and is responsible for providing quality accounting, financial, administration. He/she will work closely with the team to ensure successful finance and accounting operations.

More specifically the Accountant will be expected to carry out, among other tasks, the following:

- Financial processing – including expense claims
- Staff training on financial systems and procedures to ensure full transparency and accuracy
- Cash flow management including budgeting forecasts
- Grant Management including fulfilling donor requirements and preparation of financial reports
- Assist with regular audits
- Maintenance of Asset register
- Ensure compliance with relevant government regulations and returns
- Financial analysis for management of all core operating costs
- Human resources support including records of HR processes such as contract dates, leave etc.
- Ensure that financial transactions are sequentially numbered.
- Stamp "PAID" all the paid up vouchers with its supporting documents.
- Ensure proper filing of finance documents for easy access and retrieval whenever required and be placed at a secured place.
- Assist for bank activities such as cash withdrawal and deposit of unspent cash.
- Retrieving supporting documents required by the auditors whenever the audit is conducted.
- Monitor the movement of financial documents to make sure that they are secured and returned back to its original place.
- Review Expense codes in advance requests and liquidations and propose adjustment for any abnormal expense charges.
- Follow-up monthly log-books and prepare Monthly Vehicle Performance Report and share report summary to SA on/or before 05th after the end of each month.
- Determine Vehicle KM traveled for each donor and charge vehicle costs accordingly.
- Assist other Accountants and Senior Accountant in his/her daily routine activities.
- Support on cheque preparation
- Support on Bank Reconciliation preparation/Monthly Income Recognition, expense reconciliation, overhead cost allocation and rent amortization.
- Preparation and regular updating of fixed asset register and post in finance dashboard Prepare tracker and draft donor report for some selected projects.
- To do any other task assigned by the supervisor.

IV. Qualifications and experience required

- Qualified accountant
- Work experience not less than 6 years
- Accuracy in reporting detailed financial and other information.
- Ability to work as part of a team, as well as on own initiative.

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- Ability to work under pressure, plan and prioritize own workload, manage competing tasks and meet deadlines.
- Ability to communicate effectively with colleagues and professionals alike
- Confidence in liaising with external organizations
- An understanding of, and commitment to, equal opportunities.
- Ability to maintain effective office systems.
- Strong work ethic, personal initiative, ability to work as part of a team as well as independently
- Strong written and verbal communication skills – fluent in English and Kiswahili
- Excellent management and organizational skills and proven experience in management
- Ability to prioritize and manage time effectively and work to multiple deadlines
- Substantial experience of NGO operations and managing multi donor grants
- Strong personal commitment to sustainable development and social justice
- Proficiency in working with Microsoft packages, including Word and Excel ; computer proficient including in accounting software such as Quick books

5. How to Apply:

To apply for this position, please upload a cover letter (max. 2 pages) and CV, and complete [this form](#) by 2nd May 2024.

The cover letter should explain in detail why you are interested in this position with MWAMBAAO and emphasize how your skills and experience match those required for the job and name two persons who can be contacted for references.

This position is only open to Tanzanian nationals.

Only candidates who meet the requirements for this position will be contacted for an interview. **The successful candidate must be available to start work by June 2024.**

More information about MWAMBAAO/MCCC can be found at: <http://www.mwambao.or.tz>

6. Our Mwambao Values

Employees of Mwambao are expected to subscribe to Mwambao values:

- Being a Change pioneer:
 - Provide new and constructive outlooks and solutions
 - Mwambao leads in pioneering creative new approaches and interventions.
- Promoting Community stewardship of the environment
 - Bottom-up approach
 - Community-based planning and implementation
 - Responsible caretaker of the environment.
- Upholding the values of Accountability and Responsibility:
 - Responsible for carrying out what you commit to, to the best of your ability
 - Demonstrate accountability and integrity in funds management while encouraging accountability in others.
- Promoting Fairness and Equity in all our work:
 - Declare any conflict of interest
 - Transparency and shared decision making
 - Observe the rule of law
 - Observe ethics
 - Promote Equality and respect
 - Equal treatment at all levels, all gender, all ages. Fair decision-making - Fair recognition and respect of commitments at all levels.