

Program Finance & Administration Officer

Location: [Africa] [Tanzania]

Town/City: Kagera

Category: Finance

Job Type: Fixed term, Full-time

JOB PURPOSE *(Limit 750 characters)*

Reporting to the Senior Finance and Administration Officer technically and APMF administratively this position is responsible for Disbursement and Financial Reporting at AP Level through accurate and timely processing of accounting information, minimize disbursements related risk, Fixed Assets Management and Administration, Support Coordination of Internal and External Audits, Management Reporting and Cash Flow Management within the AP.

Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
10	Manage AP Disbursements: <ol style="list-style-type: none"> 1. Create invoices in Coupa for all vendor payments and submit to the SFCAO for payments 2. Verify payment lists for all Mobile Money Payments before sharing with SFCAO for payments 3. Process Staff Advances and business advances in a timely manner for cluster staff. 	<ol style="list-style-type: none"> 1. Timely payment of vendors and staff 2. Payment of genuine invoices and requests

10	Cash Management: II. Preparation of consolidated monthly AP funding requests III. Consolidate the AP funding requests on monthly basis	1. Continuity of cluster interventions due to timely funding 2. Timely payment of staff advances
10	PLANNING & BUDGETING: 1. Participate in preparation of Annual Budgets for the AP while working with technical leads 2. Support in coding for the AP Budget	1. Timely submission of quality reports 2. Correct charging of transactions
10	Assets Management: - I. Prepare and Update AP asset register II. Share list of items for disposals for the AP office III. Perform semi-annual asset verification for the AP office IV. Maintain updated record for stores at AP office	1. Well maintained cluster assets
10	Fleet Management; I. Custodian of Fuel Cards and Fuel Coupons at AP level	1. Timely submission of fleet reports 2. Proper fuel consumption for vehicles, generators and motorcycles

	<p>II. Oversees preparation of fleet management reports for the AP</p> <p>III. Reviews log book for the AP driver before approval by the APMF</p> <p>IV. Oversees repair and maintenance of MVs and MCs for the AP</p> <p>V. Oversee fuel usage and maintenances of generator for the AP</p>	<p>3. Timely maintenance of vehicles. Motorcycles and generators</p>
5	<p>Administration support;</p> <p>I. Oversee office repairs and maintenance at AP level</p> <p>II. Support procurement of office stationary and consumables</p> <p>III. Ensure utility invoices are processed in time</p>	<p>1. Well maintained of office structures</p> <p>2. Sufficient supply of office stationaries and consumables</p>
10	<p>Capacity Building and Assessment;</p> <p>1. Carry out financial capacity assessments at AP level for partners</p> <p>2. Build capacity of local partners and review and verify partner expenditures and submit expenses to cluster for payment</p> <p>3. Build Financial capacity of AP staff</p>	<p>1. Engagement of suitable partners</p> <p>2. Compliant local partners</p>
10	<p>Financial Reporting and</p>	

	Accountability: <ol style="list-style-type: none"> 1. Preparation of the Financial Reports and ensure timely submission of all the Financial Reports at AP level. PVs, JVs, DVs Etc 2. Ensure the LDR Policy is complied with for all AP staff and submit encoding for those with no rights. 3. Perform timely balance sheet items such as staff advances, retention etc 4. Conduct FFR meetings for AP 	<ol style="list-style-type: none"> 1. Compliant AP in terms of quality reports submission, LDR submission and FFR monthly meetings
10	Audit <ol style="list-style-type: none"> 1. Facilitate all audits in Aps, both internal and external. 2. Implement Audit Recommendations for the AP 	<ol style="list-style-type: none"> 1. Collaborative office in audit processes
5	Financial Reviews and Field Visits <ol style="list-style-type: none"> 1. 1-Perform Field Visits and ensure that ongoing activities such as constructions, seminars and items delivered in the communities are used for the intended objectives before payment at AP level 2. Identify areas of weakness and 	<ol style="list-style-type: none"> 1. Well monitored project interventions

	report to the Cluster Management for fixing	
10	Procurement; 1. Raise PRs for admin related activities and follow up with NO procurement department for purchased items at AP level 2. Support procurement of office stationary and consumables for the AP	1. Timely procurement of supplies
	Any other duty to be assigned by the immediate supervisor	

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> • Experience: Minimum of 1 year relevant experience in Finance or Accounting, management of donor funded projects preferably with NGOs. • ACCA or CPA – Qualification is will provide added advantage.
Required Education, training, license, registration, and certification	<p>The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training: -</p> <ul style="list-style-type: none"> • Minimum Qualification required: Advances Diploma in Accounting. A Bachelor Degree in Accountancy will be an added Advantage; • Technical Skills & Abilities: • Excellence in Sun-systems software is highly recommendable.

	<ul style="list-style-type: none"> • Excellent in other computer skills in Excel, Power-point, Word is an added advantage. • Good planning and organizational skills • Tactic and diplomacy in dealing with staff-related issues to work environment needs • Ability to maintain effective working relationships with all levels of staff 				
Preferred Knowledge and Qualifications	<p>Must be a committed Christian, able to stand above denominational diversities.</p> <p>Perform other duties as required.</p>				
Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> • Work environment: Field work • Travel: 20% Domestic travel is required. • On call: 10% 	Physical Requirements		Language Requirements	English Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
APMF	To support transactions processing	Very frequent
PFAO	To support transaction processing and review	Very frequent
SCFAO	Consultation and collaboration	Very frequent
CM	Consultation and support	Frequent
SPF	To support transactions processing	Frequent

DECISION MAKING

The holder of this position will be involved in tactical decisions as they arise. The holder of position will also be involved in different strategic decisions through various platforms such as cluster meetings.

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below.

Click [here](#) for a quick overview of our Core Competencies.

? Be Safe and Resilient	? Build Relationships	? Learn and Develop	? Partner and Collaborate
? Deliver Results	? Be Accountable	? Improve and Innovate	? Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

? Model Self-Management	? Engage, Influence, Lead and Grow Others	? Run an Effective and Agile Organisation	? Develop the Organisation for the Future
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