

Program Finance and Administration Officer

Location: [Africa] [Tanzania]

Town/City: Kigoma

Category: Finance

Job Type: Fixed term, Full-time

JOB PURPOSE *(Limit 750 characters)*

Technically Reporting to the Senior Cluster Finance and Administration Officer (SCFAO) this position is responsible for Disbursement and Financial Reporting at Programs/project 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 Project Disbursements: 1. Create invoices in Coupa for all vendor payments and submit to the cluster for payments	Timely payment of Suppliers and Staff at AP level

	<p>2. Verify payment lists for all Mobile Money Payments before sharing with cluster for payments</p> <p>3. Process Staff Advances and business advances in a timely manner for AP staff</p>	
10%	<p>Cash Management:</p> <p>1. Preparation of monthly funding requests for AP including partners funding for submission to cluster</p>	<p>Effective Cash Management and Target low achieved at Project level</p>
10%	<p>PLANNING & BUDGETING:</p> <p>1. Participate in preparation of Annual Budgets for the AP while working with technical leads</p> <p>2. Support in coding for the AP Budgets</p>	<p>Effective and efficient Project Planning and Budgeting process maintained</p>
10%	<p>Assets Management: -</p>	<p>Accurate and up to date Project Asset</p>

	<ol style="list-style-type: none"> 1. Prepare and Update AP asset register on monthly basis. 2. Share list of items for disposals at AP Level 3. Perform semi-annual asset verification at AP level and ensure efficient stores management 4. Maintain updated record for stores at cluster office 	Register in place
10%	<p>Fleet Management;</p> <ol style="list-style-type: none"> 1. Custodian of Fuel Cards and Fuel Coupons at AP level 2. Provide supervision to the driver and ensure fleet management reports are sent on time and MVs and MCs are safeguarded 3. Provide oversight for generator fuel management 	Effective and Efficient AP Fleet Management maintained

	<p>4. Review log books before submission to the cluster</p> <p>5. Oversees repair and Maintenance of MVs and MCs at AP Level</p>	
5%	<p>Administration support;</p> <p>1. Oversee office repairs and Maintenance at AP office</p> <p>2. Ensure utility invoices are processed in time</p>	<p>Smooth Project office operations maintained</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</p>	<p>Capacity of project Staff in financial management enhanced</p>

	of AP staff	
10%	Financial Reporting and 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 staff 	Timely and accurate Project Financial Reports
10%	Audit <ol style="list-style-type: none"> 1. Facilitate all audits in Aps, both internal and external. 2. Implement Audit 	Timely implementation of Audit findings. at AP level

	Recommendations for the AP	
5%	Financial Reviews and Field Visits <ol style="list-style-type: none"> 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 report to the Cluster Management for fixing 	Project activity implementation effectively monitored
10%	Procurement; <ol style="list-style-type: none"> 1. Raise PRs for admin related activities and follow up with NO procurement department for purchased items at AP level 2. Support procurement of 	Timely project processing and delivery of procurement processes

office stationary and
consumables for the AP

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required
Professional
Experience

- ACCA or CPA – Part Qualification is Required. Preferably CPA (T).
- Experience: Minimum of one (1) year relevant experience in Finance or Accounting, management of donor funded projects preferably with NGOs.

Required
Education,
training, license,
registration, and
certification

- Minimum Qualification required: Advances Diploma in Accounting. A Bachelor Degree in Accountancy will be an added Advantage

Preferred
Knowledge
and
Qualifications

- Excellence in Sun-systems software is highly recommendable.
- 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

	<ul style="list-style-type: none"> • Ability to maintain effective working relationships with all levels of staff 				
Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> • Travel: 30% Domestic travel is required. • On call: 10% 	Physical Requirements	Physically fit	Language Requirements	Kiswahili and English language

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Cluster Finance and Administration Office	This is Co-worker in the Structure, but centrally located at Cluster officer making it possible to coordinate the cluster affairs together with SCFAO.	On daily basis
Senior Cluster Finance and Administration Office	This is the Second line Manager by the first Technical Supervisor to the Program Finance and Administration Officer	On daily basis
Area Program Ministry Facilitators	This is the Program Manager for his/her project implemented within the Area. For smooth operations, this staff needs his/her technical guidance in finance matters	On daily basis
Cluster Manager	This is the overall Manager for the	As and when need arises

	cluster in which the project will be located together with other projects	
Senior Finance Manager	This is the person responsible for field financial management stationed at the Head Office.	As and when need arises
Finance Director	This is the Head of Finance and Support Services and WVT	As and when need arises

DECISION MAKING

In consultation with the Senior Cluster Finance and Administration officer, he/she can make decisions on all matters relating to his/her areas of operations –(The AP level) based on the responsibilities defined above.

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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