



TANZANIA CHILD RIGHTS FORUM
Terms of Reference Management Accountant

Post: Management Accountant

Duty Station: Dar es Salaam with extensive travel up country and abroad

Duration of Contract: Twelve months with the potential for extension.

Deadline: 8 April 2018

1. Introduction

Tanzania Child Rights Forum (TCRF) is about a space where more than 200 Tanzanian Child Rights Based CSOs come together and create a common position, identity, share their understandings, opportunities, skills, knowledge and join efforts for a common purpose of promoting the rights and welfare of the Tanzanian child. Further TCRF support and coordinate CSO across the country to advocate for, promote, support and monitor implementation of the rights of the child in Tanzania.

Currently TCRF is coordinating its member partners based in the community to implement the project namely *Sauti Yangu* laterally means *My Voice*. It is a Child Friendly Accountability initiative that tries to link with the national and international efforts for child empowerment and accountability. The project is guided and funded by Child Fund Korea. In addition, TCRF in partnership with Railway Children Africa with funding from DFID is implementing an advocacy component aimed at partnering with the government to improve reintegration systems and mechanisms for Children and Youths Living and Working on the Street as well as ensuring there are adequate resources allocated for prevention, support and reintegration into the community normal life. Furthermore, TCRF receives various short and long term funding from various sources both within and outside the country including membership fees.

2. About the Management Accountant position

TCRF secretariat is hiring a Management Accountant to hold the post for the period of one year on renewable contract pending on availability of funds and based on the outcome of the performance appraisal. We are looking for a person with a passion to make a difference in children's lives. Working on full time basis, the Account and Finance Officer will primarily manage the financial resources of the TCRF secretariat in a manner that ensures continuous availability, optimal utilization and safe custody. The successful candidate will also be required to participate in fundraising activities as well as effectively manage all administration and operations issues in support of the secretariat activities.

The Finance function has responsibility to ensure the accurate recording of all income and expenditure of the TCRF and its associated companies; the collation and presentation of budgets/forecasts; monitoring income and expenditure against budget/forecast and the preparation of statutory annual accounts. It is also responsible for the payment of all invoices, collection of monies due, the payment of staff and the provision of advice on financial matters throughout the organization.

The role supports the TCRF Fundraising and Communications initiatives in achieving its financial and strategic objectives through provision of high quality comprehensive financial management, reporting, advice and business analysis.

The Management Accountant role reports directly to the Forum Coordinator and will be responsible for fulfilling management, reporting and analysis for specific grant received as well as supporting routine month end activities (including journals, reporting and commentary), ad hoc reporting and projects.

3. Finance Management Systems

The General Ledger System is QuickBooks which is used in conjunction with the Excel Spreadsheet template reporting tool. The role will also require the post holder to work and run reports from a separate income systems which may have different reporting format requirements.

The Management team is small in terms of number of staff, having regular interaction with the Board of Directors who have mandate to oversee progress on regular basis, including financial proceedings. No hierarchy of authority, rather segregation of duties defines the decision-making process.

4. Key Tasks to be performed

This Management Accountant has two roles, as an Accountant and as an Admin manager with the following tasks:

4.1 As an Accountant:

Implementing proper budget management to ensure that:

1. Project fund are made available as needed and are disbursed properly;
2. Accounting records and supporting documents are kept in accordance to the acceptable standards and systems and are in order for auditing at any time.
3. All tax matters affecting TCRF are managed accordingly, Including making arrangement tax planning and compliance for all statutory issues.
4. Financial Reports are prepared regularly and timely as per policy and procedures and donor requirements;
5. Budgets based on the approved work plans are prepared, monitored and support the programme teams to understand the context.

4.2 As Administrator

1. Support smooth running and operation of the secretariat office administration function, which includes managing office supplies and records, office security, support staff, health and safety, asset records, travel and insurance.
2. Maintain and manage all records of personnel working with or on behalf of TCRF and ensure that they are up-to-date.
3. Lead in all procurement works for the project to ensure they are transparent and aligned with TCRF and donors' requirements.
4. Manage all office's fixed assets to ensure they are properly stored, monitored and maintain an updated inventory of all supplies and equipments.
5. Supervise the arrangement or organization of any travel and meeting for the office to ensure timely and cost effective.
6. Prepare admin and finance related reports as required.

5. Core Competencies & Qualifications

5.1 Essential

1. Degree or equivalent preferably in accounting, finance, business, banking or economics.
2. Holder of the Certified Public Accountants, CPA (T) certificate and registered with the National Board of Accountants and Auditors – NBAA in Tanzania is an added advantage.
3. Familiarity with NGO financial management and NGO networking;
4. Strong understanding and applications of current Tanzania Labour, Finance and Tax Laws and Regulations;
5. An understanding of donor relations and fundraising management;
6. Knowledge of computer-based accounting software;
7. Solid working experience (minimum 3 years) in Accounts and administration;

5.2 Key competences and experience

1. Ability to plan and prioritise work duties as well as work competently under pressure and tight deadlines;
2. Good spoken and writing skills in both Kiswahili and English;
3. Good inter-personal and team building skills;

4. Excellent secretarial, bookkeeping and filing skills;
5. Strong organisational skills and attention to detail;
6. Experience in project administration and financial management (budgeting, planning, accounting and related fields);
7. Proficiency in the use of information technologies and good computer skills, particularly in the use of MS Office Package (MS Word, MS Excel, etc.); and,
8. Ability to work under minimum supervision, and flexible hours to meet deadlines and deliverables.

6. Important policies and procedures

1. There are no relocation allowances available for this position.
2. TCRF Observes strict standards and procedures to Child Protection and by signing any contract with TCRF, you are bound to its Child Safeguarding Policy and Code of Conduct.
3. TCRF is an equal opportunity employer offering employment without regard to race, colour, religion, sex, sexual orientation, age, national origin, citizenship, physical or mental handicap, or status as a disabled or political position.
4. **No fee, or any advance payment is required for this application.**

7. How to apply

Send your detailed Curriculum Vitae with cover letter before 31st May 2018 to Email: info@childrightsforum.org. Physical submission of application will not be accepted. Please note that this advert contains full Terms of Reference, hence no further documents are available. **DO NOT ATTACH ANY CERTIFICATES AT THIS STAGE!**