



Tanzania Forest
Conservation Group
Shirika la Kuhifadhi
Mimitu ya Asili Tanzania

Job Description

Title: Finance Officer
Supervisor: Finance and Administration director
Date: May 2017

1. Introduction

The mission of the Tanzania Forest Conservation Group (TFCG) is, 'to conserve and restore the biodiversity of globally important forests in Tanzania for the benefit of the present and future generations.' TFCG is a National NGO (NGO Registration No. 1760). TFCG receives funds from multiple donors for the implementation of activities that contribute to achieving the organisation's mission.

The position described in this job description is for the Finance Officer of the project: '*Water, forests and livelihoods: integrated water, forest and land resources management and climate change resilience in the Udzungwa Mountains.*'

The position is financed by US AID through the Water Resources Integration Development Initiative (WARIDI).

The duration of the Grant Agreement for the project is 36 months from May 2017 – April 2020. The project is financed by US AID through the Water Resources Integration Development Initiative (WARIDI) with co-funding from other sources including the IUCN SUSTAIN programme.

2. Key Responsibilities

While adhering to the organisational standards and applying the appropriate procedures and regulations, the Officer is directly responsible for the following:

a) ***Preparation of Financial Reports***

Prepare donor specific financial reports in accordance with the grant-specific requirements.

b) ***Documentation and Filing***

Ensure that a complete set of financial records and supporting documents are filed in an orderly fashion and are available for review by WARIDI, Auditors and other relevant Parties.

c) ***Other duties as required***

3. Reporting Line:

The Project Finance Officer reports to the Finance and Administration Director and has no direct supervision of other staff. The FO will work closely with other team members in the Finance and Administration sub division and will interact when needed with technical staff on program related (finance and reporting) issues.

4. Validity of job description

The current job description's validity is one-year and will be updated / reviewed, based on the outcomes of the personal result and development plan interview. The Job description is part and parcel of the employment contract between the FO and TFCG.

5. Qualifications and Experience

- Bachelor Degree in Accounting or equivalent
- At least 5 years' work experience in accounting field
- Experience in QuickBooks or similar Accounting package required.
- Good interpersonal skills and communication skills.
- Good command of English and Swahili [both written and spoken)
- Experience working with an NGO and/or international organisation
- Good organisational skills