



JOB DESCRIPTION

Position: TCO Financial Analyst

Reports to: TCO Financial Manager

Supervises: Programme Accountants

Location: Dar es Salaam

Grade: B1

I. Major functions:

Under the directives of the Finance Manager, the Financial Analyst's responsibilities will be as follows:

- Provide overall financial management duties to the TCO Finance office
- Provide hands on support to the Head of Finance team on all financial and operational issues to ensure effective management of the TCO Programs and projects.
- Oversee implementation of donor and WWF's operational policies, procedures standards and systems including budget management, financial reporting, audits.
- Support and coordinate development of program's operational, strategic and business plans and ensure effective implementation of the same
- Manage incoming and outgoing program contracts.
- Prepare and manage budgets for all the programs and WWF TCO consolidated budget
- Preparation, review and submission of financial report to all the stakeholders/ Donors.
- Monthly preparation of financial results for management and other Stakeholders.
- Perform other functions as may be directed by the Head of Finance.

II. Major duties and responsibilities:

Program budgets management

- Assist in Preparation and Review all project budgets/ Forecast before submission to donors.

- Preparation of program budgets/forecasts for SIDA leading the change program, SIDA regional program, WWF UK funding, Sustainable Investment program and TCO OD program
- Preparation of TCO core budget
- Manage program expenditure by ensuring that all program activities are fully funded and expended appropriately (Ensuring no-cash no-spending rule is applied for all the programs in WWF Tanzania)
- Conduct monthly program financial reviews and reporting (budgets vs. expenditure).
- Preparation of Monthly analysis on program spending and TCO core performance for management review and decision.
- Follow up of cash calls for all TCO programs and ensure adequate fund is available for activity implementation.
- Coordinate regular program team financial reviews based on work plans and expenditures.
- Update and facilitate technical staff's comprehension of the respective financial management issues.
- Sending implementation reminders to program staff to ensure timely implementation of activities under the program work-plans

Financial management and accounting

- Playing a leading role in preparation and ensure timely submission of all financial reports for review and approval to Head of Finance for further submission to donors and other partners as per respective contracts.
- Preparation of donor reports for SIDA leading the change program, SIDA regional program, WWF UK funding, Sustainable Investment program and TCO OD program
- Manage key program documents including filing of invoices, contracts, vouchers and other related documents in line with Field Accounting Manual and donor requirements.
- Ensure that accounting transactions are entered in the financial systems in a timely manner
- Ensure that accounting transactions are entered in the financial systems are accurate and complete
- Verification and release of all the payments entered in the WWF Citi bank online system.
- Ensure all procurements are done in accordance to respective laws and standard procedures including the field accounting manual and donor requirements.
- Provide the Logistics Officer with a list of program assets those given to partners and/or government; follow up on proper disposal during program period and at end of program as per donor requirements.
- Issue, track and reconcile approved travel advances to programme staff; review advance expense reports, review advance reconciliation and claims for completeness and accuracy.
- Monitor and analyze all balance sheet, income and expenditure accounts in the TCO accounting records.

Contracts & Grants management

- Establish and maintain contracts database for the assigned programs
- manage program incoming and outgoing contracts/grants

- Ensure that all contracts & grants are timely and properly developed
- Oversee that all program components fulfil their contractual obligations including timely delivery of results/outputs and reporting.
- Update the Program teams of contractual deliverables
- Reconciling the TCO consolidated budget against what is in the C2G database
- Follow up with donors on cash calls and other contractual obligations to ensure smooth running of the programs
- Preparing carry over requests to donors on all TCO programs and follow up on the approval of the same
- Follow up with donors on funding gaps identified in the program budgets for any potential fundraising opportunity.

Program audits

- Organize Program audits including preparation of documents for internal, external and donor audits.
- Liaise with internal and external auditors on audit related issues
- Facilitate auditors in performing on-site visits.
- Assist in providing management responses to audit reports and implement recommendations.
- Ensuring the external auditors are assisted and all the requested information are provided on time
- Playing a leading role on ensuring that the audit issues from previous audits do not repeat.
- Provide timely balances confirmation from the external auditor for our implementing partners and stakeholders

Partnership management

- Maintain a record of key program partners and oversee respective program partnership obligations and maintain records of financial transactions and decisions including those originating from WWF-US to the partners
- Receive and analyse all financial related reports from in country based partners including partner financial capacity assessments, trainings, partner audit working papers
- Analyse records and financial/operational risks and advice on corrective measures including capacity building as deemed appropriate.
- **Follow up and review of financial reports and other contractual deliverables from other country offices which are implementing projects funded by WWF Tanzania.**
- **Consolidation of financial reports submitted by the implementing partners (local and International) before sharing the same with the primary donors.**

Monitoring

- Provide regular support to program sites through visit and review of accounting and operational systems
- Provide support on systems update including new activities and programme integration and/or consolidation.
- Prepare, review and analyse financial reports and submit it to the Head of Finance.
- **Assisting program evaluation on financial related matters both for mid-term and final evaluation of the projects.**
- **Capturing data for WWF TCO performance to the INSIGHT database for monitoring reports of the office and respond to any questions relating to the data.**

General Responsibility:

- Undertake any other official duties as assigned by the Head of Finance and the WWF Country Director or his/her assignee as would be required.

III. Profile:

- A university degree in Accounting, Commerce, Business Administration or related field;
- Full accounting qualification i.e. CPA, ACCA or equivalent **will be an added advantage;**
- Three to five years of working with financial/accounting systems experience in a major international organisation/NGO i.e. USAID accounting;
- Demonstrable skills in the development of finance and accounting policies, procedures and systems in the context of an international NGO but private sector experience will be equally considered;
- Good knowledge of fund accounting (including reporting requirements of major Bi-lateral Aid Agencies);
- Hands-on knowledge of the major ERP softwares would be a distinct advantage;
- Excellent English and knowledge of local languages an asset.

VI. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Finance Manager, Senior Accountant, project and Tanzania Country Office staff.

External: Interacts as required with other stakeholders, in collaboration with the Finance Manager as appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Date:.....
People & Culture Manager

Reviewed by Date:
Head of Finance

Approved by Date:
Country Director

Accepted by Staff member: Date: