

**JOB DESCRIPTION**

**Position:** Programme Accountant

**Reports to:** TCO Financial Analyst

**Supervises:** None

**Location:** Dar es Salaam

**Grade:** A3

1. **Major functions:**

Under the directives of the Financial Analyst, the Programme Accountant’s responsibilities will be as follows:

* Provide hands on support to the 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
* Perform other functions as may be directed by the Financial Analyst and TCO Finance Manager.

1. **Major duties and responsibilities:**

**Program budgets management**

* Manage program expenditure by ensuring that all program activities are fully funded and expended appropriately.
* Liaise with project technical staff and the TCO Finance Manager on budgetary/cash flows and disbursements from the donor and to program.
* Update and facilitate technical staff’s comprehension of the respective financial management issues.
* Monitor spending to ensure that there are no over expenditure and all activities carried out are as per the approved budget and work plan for all the projects under his/her portfolio
* Coordinate regular program team financial reviews based on work plans and expenditures and make comparison of expenditures and approved work-plans to ensure no delays in implementation of project activities for all the projects under his/her portfolio

**Financial management and accounting**

* Playing a leading role in preparation and ensure timely submission of all financial reports assigned to you for review and approval to Financial Analyst or Finance Manager for further submission to donors and other partners as per respective contracts.
* 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 revenue and reimbursements from various sources are recognized per SWISS GAAP and other WWF network standards in the financial systems in a timely manner
* Preparation of Intercompany reconciliations to ensure current account balances with other offices and related parties are in agreement with the balances in the other end on monthly basis.
* Ensure all procurements are done in accordance to respective laws and standard procedures including the field accounting manual and donor requirements for all the projects under his/her portfolio.
* Update, track and reconcile Incoming Grants Register and income received schedule and ensure that the same ties to the General Ledger and cash received per bank statements and any reconciling items are supported and well explained on monthly basis.
* Regular reconciliation and correction of GL accounts relating to SWISS GAAP and ensure no balances under closed projects/awards and under wrong project and award combinations
* Regular reconciliation of reimbursable GL accounts to ensure correctness and completeness and ensure that respective offices are invoices on monthly basis and follow up of outstanding balances is done until the same everything is cleared.
* Monthly reconciliation of GL receivable accounts relating to SWISS GAAP to ensure that at any point in time there is no negative balances reported on the TB.
* Review and reconciliation of expenditures recorded in the projects under his/her portfolio to ensure everything belongs to the projects and have been correctly charged and no negative expenditure lines in the TB on monthly basis.

**Program audits**

* Organize Program audits including preparation of documents for internal, external and donor audits.
* Liaise with internal and external auditors on income related issues and any other audit related issues as assigned by TCO Financial analyst.
* Facilitate auditors in performing on-site visits.
* Assist in providing management responses to audit reports and implement recommendations.

**General Responsibility:**

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

1. 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, Financial Analyst, 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:…………………………………….

**Finance Manager**

Reviewed by ……………………………… Date: ……………………………………..

**People& Culture Manager**

Approved by ……………………………… Date: ……………………………………..

**Country Director**

Accepted by Staff member: ……………… Date: …………………………………….