

VACANCY ANNOUNCEMENT

International Aid Services (IAS) is a Christian non-governmental, non-political and non-profitable international humanitarian relief and development organization founded in 1989 with the purpose of saving lives, promote self-reliance and dignity through human transformation going beyond relief and development.

IAS works in several countries in Europe and in Africa, and in the sectors of Integrated Water Resource Management (IWRM), Development of Civil Society and Special Needs Education.

IAS in Tanzania was launched in February 2011 and is developing two programmes:

- Special Needs Education - Using a rights based approach IAS seeks to secure children and youth access to education
- Development of Civil Society - Targeting marginalized and under-privileged people groups engaged in eradication of poverty with capacity building and development projects

Vacancy details

Position:	Accounting & Administrative Officer
Vacancy ref. no:	VA/2011/ADM/01
Reporting to:	Country Director
Duty station:	Arusha, Tanzania, with occasional travel to projects (10% field visits)
Starting date:	01.08.2011
Status:	Full time/ Salaried
Duration of the contract:	1 year (3 months probation) with possibility for extension
Closing date:	17.06.2011

Position summary

IAS is seeking a qualified and committed individual to join the team as an Accountant & Administrative Officer who will be responsible for all aspects of financial, administrative and human resource management .

The Officer will be a member of the Management Team and work closely with both colleagues and Local Partners in a demanding international environment.

With clear job descriptions responsibilities are clearly divided and require each staff to fulfil her/ his duties without close supervision and with a high level of trust and accountability in the organisation.

The team spirit in IAS goes beyond gender, age, religion, titles and experience and ensures that everyone succeeds with the help of colleagues.

Duties and responsibilities

Under the general guidance and supervision of the Country Director:

In the area of financial management

- Travel to project sites for physical audit and training of field accountants in the given accounting standards
- Analyze financial reports from the field and give guidance on budgetary issues
- Ensure that timely financial reports are submitted from the field and from the Arusha office to the relevant officers and donors
- Prepare payment vouchers, bank and cash reconciliation reports ensuring accuracy and completeness of financial documentation and approvals.
- Maintain proper and accessible filing system for all accounting records
- Budget planning for the operations of the Arusha office
- Liaise regularly with the banks and act as bank agent in all financial matters e.g. banking, withdrawals, payments confirmations and other correspondences.
- Assist in the preparation of year end accounts and support schedules for the audit purposes and facilitate any internal and external audits
- Enter all vouchers in the Navision C5 accounting system to ensure that updated data is available on request
- Liaise with Head Office finance personnel for funds and other correspondences
- Day-to-day petty cash disbursements
- Preparation of invoices

In the area of administration and human resource management

- Preparation of staff payroll and making of salary payment.
- Register national staff with NSSF
- Ensure statutory deductions are filled and paid on time, and returns made as required by Tanzania laws e.g. NSSF
- Ensuring that all utility bills e.g. rent, phones etc. are paid on time
- Control the use of office cars incl. all payments of mileage for use of private cars for official purposes and rented vehicles
- Ensure proper usage, running and maintenance of office equipment and machinery
- Assist in obtaining NGO Compliance Certificate for IAS TZ
- Assist in obtaining duty and VAT exemption for IAS TZ
- Maintain schedule for staff leave and offs

Profile we are looking for

In addition to IAS core values: Missions, Integrity, Relational leadership and team work, Empathy (Compassion) and Equality

- Relevant work experience with international donors and development project grant requirements (preferably with European donors)
- Vast experience with financial management and administration (min. 4 years experience)
- Motivated to train and supervise Local Partners in financial management
- Relevant higher education
- Speaks and writes English and Kiswahili fluently
- Works with minimum supervision and as a team player
- Experience with Navision C5 or a similar programme is a must
- Proficiency in computer applications such as Microsoft Outlook, Word, Excel, Power Point etc.
- Experience from working in a cross cultural environment

Submission of applications

If you feel you match the profile we invite you to tell us about your motivation for seeking the job, your career ambitions, experience and qualifications.

Please send your application on email to ias-tanzania@ias-intl.org with the subject line: **VA/2011/ADM/01 Accounting & Administrative Officer** not later than 17.06.2011. No phone calls please!

Each application should include the following:

- Cover letter with your motivation for seeking this job and your current day and evening telephone numbers and email address
- Curriculum Vitae (CV) that contains details of your experience, qualifications, present position and current remuneration
- Minimum three references with complete and updated contact information where one should be a Pastoral reference

Only short listed candidates will be contacted.

Applications received after the closing date and submitted without cover letter will not be considered.

Qualified female candidates and people with disabilities are strongly encouraged to apply.

For more information about IAS, including its core values/ vision/ mission, please visit the IAS website at www.ias-intl.org.