

The Foundation for African Empowerment

Accountant Opportunity

Job Summary

The Foundation for African Empowerment is looking for a suitable part time Accountant who will be responsible for managing project funds. S/he will ensure effective implementation of the financial policies and procedures according to the donors' requirements and international best practices. This opportunity is for a person residing in Arusha and can be taken by a young professional or even a retired professional or even a foreigner with resident permit.

Key Duties and Responsibilities

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage project/organizational cash flow and forecasting.

Minimum Qualifications

- Bachelor's degree in accounting or equivalent.
- A relevant accounting professional qualification such as Chartered Accountant (CA), Certified Public Accountant (CPA) is an added advantage.
- A minimum of (3) three years broad experience in financial management in an NGO sector or similar.

Required Skills

- Knowledge and demonstrated experience of using Quick Books Accounting Software.
- Ability to analyze financial data, report and audit coordination.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- An ability to write clear and concise reports; good spoken and written English.
- Excellent computer skills including navigating email, internet and Ms Word, Ms Excel and PowerPoint.

Mode of Application

Applications will be received on rolling basis until the post is filled. Deadline for receiving applications is **25th January 2024**. Submit a cover letter, statement of motivation, copies of certificates and an updated CV to the email below:-

Contact

Executive Director

The Foundation for African Empowerment

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Tel: +255 629 877 299 or +255 767 187299

Email: info@thefaeafrika.org and copy to thefaeafrika@gmail.com