

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.

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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