



## MIRACLE CORNERS TANZANIA

### EMPLOYMENT OPPORTUNITY: FINANCE AND ADMINISTRATION OFFICER

MC-Tanzania is a locally registered Non-Governmental Organization (NGO) with a mission to contribute towards improving oral health and dental care through existing promotion, prevention, curative and rehabilitation services. The Organization aims to see communities throughout Tanzania live free from oral and dental diseases. MC-Tanzania is an affiliate of Miracle Corners of the World (MCW Global), a New York-based non for profit organization.

MC-Tanzania is seeking to recruit a Finance & Administration Officer to be based in Dar es Salaam. This position is a full time, fixed term (renewable annually) and will report to the MC-Tanzania Country Manager.

#### Key duties and responsibilities:

The Finance and Administration Officer, in consultation with and guidance from the Country Manager, will perform the following:

#### Administration:

- Maintain up to date HR files for all employees.
- Coordinate the recruitment process.
- Carry out tasks to ensure compliance with development partners and government requirements.
- Ensuring the timely submission of statutory returns and annual registration requirements.
- Development of annual budget and implementation of a costed work plan.
- Maintain an up to date fixed asset register and inventory for all MC-Tanzania assets.
- Ensure timesheets are accurately kept and filed.
- Oversee the general administration of MC-Tanzania Centres, its operations, and maintenance.
- Procurement of office supplies and equipment.

#### Finance:

- Review payment requests and ensure timely payments of monthly expenses.
- Maintain a ledger of financial transactions of the Organization.
- Prepare BVA quarterly and monitor the total contribution of Partners' budget and the overall organization budget.
- Prepare financial statements and reports in accordance with International accounting standards and Partners' requirements.
- Prepare for Statutory and internal audit
- Perform any other relevant duties as may be assigned by supervisors from time to time.

#### Skills, Knowledge, and Qualifications:

##### Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, or related field, CPA qualification is a must.
- At least three years of working experience in accounting, experience in Not for Profit settings is an added advantage.
- Excellent oral/written communication skills in English and Swahili.
- Proficient in MS Excel, MS Word, and PowerPoint.

All interested candidates should send their CV and cover letter to [mctanzania@mcwglobal.org](mailto:mctanzania@mcwglobal.org)

The closing date for receiving applications is **08th January 2021**. Only shortlisted candidates will be contacted.