

FAIDA MARKET LINK COMPANY LIMITED

CAREER OPPORTUNITY

Faida Mali is a Tanzanian based non-profit organization with a mission of empowering women and men in rural Tanzania to access markets through capacity building of community based organizations and the implementation of the market linkage approaches in order to increase income and create employment opportunities in rural areas. The organization is seeking to recruit a suitable candidate to fill the following position.

FINANCE & ADMINISTRATIVE MANAGER

The manager is responsible for realising and maintaining a healthy financial status of Faida MaLi and an efficient and effective utilisation of funds. Reports to the General Manager and is part of Management Team.

Main outputs

- A sound computerised accounting, financial and budget system in place
- A healthy, transparent and accountable finance and administration department
- Reliable and accurate financial reports provided in time
- Management and board informed on financial performance and advised on areas for improvement
- HRM plan and system in place to review, appraise, motivate and develop staff

Core tasks and responsibilities

1. To develop and manage and effective and efficient (computerised- PASTEL) accounting, financial and budgeting system to allow adequate (financial) management foresight by Management and Board.
 - To lead Faida MaLi's budget preparations and coordinate audit activities, annual planning and monitor financial performance of Faida MaLi offices/departments
 - To monitor financial performance by analyzing financial statements for the Company as a whole and indicators for its financial sustainability, review them against its strategies, policies, and plans, provide such analysis to the General Manager, and advise him/her on action to be taken
 - To produce monthly/quarterly and annual financial and management reports according to Company and donor requirements, and advises Management and Board on financial and administration matters
 - To carry out reconciliation of the Company's accounting and portfolio

reports;

- To establish and maintain administrative procedures. This includes reviewing existing procedures and giving recommendations for improvement.
 - To ensure that all general administrative functions at Head Office are carried out according to established procedures and fiscal and legal requirements, e.g. through periodic administrative audits at District/Field Offices against established administrative procedures, and direct District/Field Offices to take corrective action if required.
2. To develop and manage Human Resource Management system to plan, monitor, evaluate and motivate staff in order to improve staff performance
 3. To manage the Finance and Administration department:
 4. To develop strategies and policies by contributing to strategic planning and development of Faida MaLi policies in relation to finance and administration.

Qualifications and experience

- A Masters degree in accounting, finance, business management, or related field; or a Bachelors degree in one of these fields plus advanced specialized training relevant to accounting. Should be holder of CPA (T) qualification with a post graduate experience in the field of at least three years.
- Computer literacy in word, spread sheets and accounting software applications in particular should demonstrate proficiency in PASTEL software.
- Prior working experience in NGO and private sector setting will be a valuable advantage.
- Knowledge of issues concerning the micro and small enterprise sector.
- Sound knowledge of Tanzanian law and fiscal legislation and experience in the field of Human Resource Management and experience in the field of Human Resource Management

If you are qualified and interested, please email your CV and a single page application letter to faida@faidamarketlink.or.tz explaining your suitability for the job. The deadline is on 10th September 2011. Only short listed candidates will be contacted.