

ROLE PROFILE: ACCOUNTANT – TANZANIA (MATERNITY COVER)

Title: Accountant (Maternity Cover)

Organization: Vi Agroforestry, Tanzania Country Office.

Duty stations: Dar es Salaam

Duration: Maternity Cover for 5 months

About Vi Agroforestry

Vi Agroforestry is a Swedish development organisation fighting poverty and climate change together. The organisation supports smallholder farmer families to lift themselves out of poverty through sustainable agriculture land management (SALM) based on agroforestry. What started as a tree planting initiative in 1983, is today an expert organisation implementing development projects through local partnerships with member-based farmer organisations.

The aim is to reduce poverty, hunger, deforestation, harmful gendered norms, and contribute to increased mitigation, resilience and adaptation to climate change, increased biodiversity and sustainable food systems. Current projects and programmes target smallholder farmer families – especially women, youth and children – in Kenya, Uganda and Tanzania. The head office in Stockholm, Sweden focuses on fundraising, advocacy, and programme monitoring and evaluation. The regional office in Nairobi, Kenya coordinates operations, advocacy and expertise. Projects and partnerships are managed by country offices in each country.

Purpose of the position

The accountant will cover the role for a period of five months. The accountant is responsible for all accounting routines and systems within the Country office. He/she shall ensure that there is proper record keeping, conducts monthly financial reconciliation, support procurement requests and office administration.

Values

Vi Agroforestry is a human rights-based organisation. The core values of non-discrimination, meaningful participation, accountability, transparency, empowerment and continued learning guide all work – including the work with partners. People are stronger together and sustainable development requires respect for human rights, democracy and the environment. Through all actions, Vi Agroforestry therefore seeks to live by the principles of respect, transparency and together.

General responsibilities

- Promote and support the interest of Vi Agroforestry
- Be committed to and contribute to the fulfillment of the Vi Agroforestry Strategy
- Ensure and promote rights-based approach in all that we do
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures and workplans
- Ensure compliance to donor requirements
- Ensure high quality in all that we do
- Be committed to fight corruption and fraud and always report when there is any kind of suspicion
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations
- Keep abreast with the development in your area of responsibility
- Liaise with partner organisations, researchers, and other relevant stakeholders
- Contribute to effective cooperation between staff in the global organization
- Contribute to a healthy work environment at the workplace
- Support teamwork and assist each other as needs arise
- Upon request from the manager fulfil other tasks at the country office/regional office or department level.
- Keep your manager updated on opportunities and challenges as well as on the progress on your assignments. Make sure you inform your manager well in advance if you have difficulties to meet your deadlines.
- Contribute to development and implementation of risk management plans, workplans and budgets for the office.

Key responsibilities

- Preparation of payment vouchers.
- Document filing and record keeping.
- Reconciling accounts and maintaining ledgers.
- Office administration – vouchers, asset management.
- Office expense tracking (utilities, rent, office supplies).
- Managing procurement requests and purchases.
- Vendor payments and contracts

- Monitoring end month reconciliations

Required qualifications

Education level:

- University degree from a relevant area for the position

Other professional qualifications:

- Good communication skills and experience
- Good knowledge in financial systems and all Microsoft Office applications.
- Knowledgeable on grant management and compliance issues.

Work experience:

- A minimum of 3 years' experience from the NGO sector
- A minimum of 3 years' experience from Accounting and Administration

Languages:

- English, very good written and spoken English
- Kiswahili

Personal competencies

- Strategic and conceptual thinking skills
- Leadership skills
- Accountable, honest, responsible and trust building personality
- Respectful and Transparent
- Decisive
- Good planning and analytical skills
- Analytical skills
- Collaborative skills
- Structured personality
- Flexible and creative personality
- Self-driven personality
- Team-player

How to Apply

Apply by sending your CV and cover letter indicating your salary expectation to: recruitment@viagroforestry.org no later than 31st December 2024 with subject heading **“ACCOUNTANT – MATERNITY COVER”**.

We look forward to receiving your thoughtful application. Your time in preparing your application is much appreciated, however, only shortlisted candidates will be contacted.

Vi Agroforestry strive for diversity in the organisation and welcome applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.

If you want to alert Vi Agroforestry on suspected discrimination, corruption or other serious misconduct during the recruitment process, do not hesitate to use our whistleblowing system:

<https://report.whistleb.com/en/viagroforestry>