

Terms of Reference for

Finance Officer

The Mayors Award Scheme in Tanzania

A European Union funded project being implemented by the Association of Local Authorities in Tanzania and United Cities and Local Governments of Africa

Job Title:	Finance Officer	Duty Station: Dodoma, Tanzania	
Responsible to:	Mayors Award Scheme Management Board		
Reporting through:	Mayors Award Scheme Steering Committee		
Supervised by:	Secretary General, Association of Local Authorities in Tanzania		
Contract Duration	14 Months	Start: 01 December 2018	End: 31 January 2020
Remuneration	Consolidated and Fixed	Amount: Negotiable	
Contract Terms:	Non-renewable with probable opportunity for integration into ALAT staff structure upon expiry of contract		

The United Cities and Local Governments of Africa (UCLG Africa) is, in conjunction with Association of Local Authorities in Tanzania (ALAT) and with support of the EU, implementing the 3rd edition of the Mayors Award Scheme in Tanzania.

A full-time **Finance Officer** is being sought for hire, to be part of a team that will manage implementation of the 666, 637 Euro project, running for 18 months, effective from 1st August 2018.

Background

The Mayors Award Scheme (MAS) is a United Cities and Local Governments of Africa (UCLG Africa) flagship brand to celebrate the performance of local governments and local service delivery to the citizens in Africa. The MAS was for the first time implemented in Tanzania, in 2015, through a joint effort of the Association of Local Authorities of Tanzania (ALAT), and UCLG Africa, which is the Pan African organisation that represents the voice of local governments in Africa. The two parties are conducting the MAS under a Memorandum of Understanding signed in 2015 and due for renewal in November 2018.

The main goal of the MAS is to identify and acknowledge, every year, role models in local leadership in terms of promoting effective service delivery, local economic development and good governance at subnational levels in Tanzania and thus, contributing to the promotion a performance-based, service delivery-oriented, citizen-centred local governance system that favour the emergence and consolidation of accountable, participatory and inclusive local governments in the country.

Tasks and responsibilities of the Finance Officer

a) *General*

- i. Lead and manage the MAS accounts and financial management section and ensure achievement of team and individual deliverables according to the project performance and implementation plans.
- ii. Provide required expertise in implementation of the MAS
- iii. Contribute to attainment of the objectives of the action by meeting individual targets through efficient and effective means, and in consideration of the specified rules.
- iv. Provide professional advice to the Steering Committee

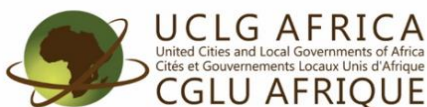
b) *Professional*

- v. Prepare and submit, in a timely manner, quarterly project requisitions and financial forecasts;
- vi. Establish a project-level budget monitoring and reporting system;
- vii. Process payments, file and archive all relevant documents (vouchers, invoices);
- viii. Develop budget status reports, monthly and quarterly financial progress reports;
- ix. Maintain inventory of records of project deliverables, documents, files, equipment and materials;

The position requires work of a conceptual, analytical and advisory nature, at the higher professional level related to accounting and financial management work that require substantive innovation and may involve some functions that are supervisory in nature to oversee some aspects of project activities. Qualifications at this level include a university degree and or equivalent professional certification, and relevant past engagement commensurate with the advertised tasks, and in any case, of not less than 5 years of work experience.

Required experience and educational background:

- Proven ability to manage project accounts and finances, in a relatively large organisation/project
- In depth knowledge of accounts and comprehensive understanding of financial management
- Possession of report writing and situational analysis skills with demonstrated experience in preparation of books of accounts, financial reports and budget variance analysis.
- A minimum of a university degree in the fields of accounts, finance, audit or any relevant business related field or an equivalent qualification from a relevant professional course
- Strong ability to communicate in English and Swahili;
- Proven ability to collaborate well and to deliver work in a timely manner.
- Work experience with MS Office applications, with high proficiency in spreadsheet, is a must
- Past experience in the use of integrated finance management and information systems, will be of added advantage.
- Geographical knowledge of Tanzania will be of added advantage.
- Experience with donor funded projects will be an added advantage



Submission of Application

Please submit to the following address, your hand written application letter along with

- an update curriculum vitae;
- recent passport photograph;
- motivational letter (Not more than 1 page);
- copies of educational certificates and
- copies of proof of work/engagement experience

The Secretary General

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Please note that the application letter, curriculum vitae; motivational letter should be written in English.

