



Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

Position(08): Area Accounts Manager

This position is responsible for ensuring smooth team supervision and support of project implementation in area wise. Preparation of voucher, making payments, preparation of monthly reports (Bank reconciliation, asset registers), maintaining cashbook registers.

Location: Iringa, Tanga, Singida, Mwanza, Mbeya, Morogoro and Dar es Salaam.

Responsibilities:

- Maintaining a daily cashbook, cash certificate, and project voucher preparation.
- To guarantee that all entries and vouchers are correctly placed on the SBI system. To guarantee that all bill vouchers are paid and filed according to the appropriate dates and programs.
- To ensure that every voucher payment is in line with the budget and that the appropriate codes or budget lines are entered.
- To guarantee that all provisions, including office rent, depreciation, bonus provisions, staff insurance, etc., are accurately recorded in the accounting system (SBI)
- Publishing project and salary-related publications and other journals according to the budgeted amount
- Take part in creating invoices and making payments to other people.
- In order to prepare bank reconciliations for bank accounts associated with microfinance or initiatives.
- To make sure every IOU is modified
- Review and ensure appropriate and sufficient documentation are kept for all transactions.
- Ensure all accounts policies and procedures of the organization are being followed
- Supporting project audit for both Internal, external and donor desk review including scanning of documents
- Perform other duties as will be assigned by supervisor. i.e signatory changes and business license
- Supporting program team on preparation of project activity budget
- Supporting field procurement in adherence to donor compliance and internal policies.

Safeguarding responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same.

Educational requirements:

- Holder of a Bachelor degree in Bachelor's degree in accounting/ finance
- Must be a certified public accountant.
- Professional qualification i.e., CIA/CPA/ACCA will be an added advantage

Skills and competencies:

- Interpersonal communication skills and teamwork
- Computer Skills (Microsoft office application, internet, some maintenance and repair)
- Entrepreneurship knowledge, Skills and competencies
- English and Swahili Language skills
- Income Tax and Laws knowledge
- Finance, Accounting, and budget knowledge

Experience requirements:

- Experience with the NGO and donors' compliance, field setup and project support.

Employment type: Contractual

Salary: Negotiable

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.or.tz.

Please mention the name of the position in the subject bar.

Only complete applications will be accepted and shortlisted candidates will be contacted.

Application deadline: 24th May 2025

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.