



CAREER OPPORTUNITY: FINANCE AND GRANTS MANAGER

Reports to: Head of Finance and Administration

Location: Dar es Salaam

Contract Duration: One Year (Renewable based on performance)

Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a national education CSO coalition. The network comprises approximately 245 members, primarily Community Based Organizations (CBOs), National and International Non-Governmental Organizations (NGOs), and local networks. A common concern among member organizations is the promotion of equitable access to education for all in Tanzania.

TEN/MET aims to strengthen the capacity of its secretariat to effectively and efficiently manage its current mandate. We are inviting applications from suitably qualified individuals to fill the position of grant manager.

Finance and Grants Manager: Role Overview

The Finance and Grants Manager plays a pivotal role in providing strategic leadership and oversight of the organization's financial operations and grant portfolio. This position ensures that all project funds are managed with integrity, that budgets are executed efficiently, and that grants and subgrants are implemented in full compliance with donor regulations, organizational policies, and applicable Tanzanian laws.

Purpose of the Position

The Finance and Grants Manager will be responsible for ensuring robust financial systems and effective grant management processes across the organization. This includes overseeing the full lifecycle of grants, sub-grants, and partner agreements from development and administration to monitoring and reporting. The incumbent will ensure that both financial and programmatic reporting is timely, accurate, and fully aligned with donor expectations and internal standards, thereby supporting the organization's accountability, transparency, and operational excellence.

Strategic Leadership and Oversight

- Provide strategic leadership throughout the full grant lifecycle, planning, implementation, monitoring, reporting, and close out ensuring alignment with donor requirements and organizational priorities.
- Lead the development of high-quality, competitive proposals and comprehensive budgets in collaboration with program, finance, and M&E teams.

- Ensure full compliance with donor regulations, internal policies, and national laws governing NGO across all grant processes.
- Strengthen internal grant management systems and maintain an up-to-date grants calendar to track deliverables, milestones, and contractual obligations.
- Build the capacity of internal teams in grants compliance, budgeting, and reporting through training, mentoring, and tailored support.

Grants Management

- Provide day to day leadership of active grants to ensure activities and expenditures align with approved work plans, budgets, and donor agreements.
- Prepare, monitor, and manage organizational and donor budgets, ensuring accuracy, efficiency, and alignment with program activities.
- Generate timely, accurate, and donor-compliant financial and narrative reports, reconciling budgets against actual expenditures and addressing variances.
- Facilitate regular internal grant review meetings to monitor progress, resolve implementation issues, and ensure the delivery of programmatic and financial commitments.
- Develop and implement financial tools and templates to strengthen budgeting, expenditure tracking, and financial accountability.

Compliance, Subgrants, and Internal Controls

- Ensure all grant and subgrant activities comply with donor agreements, internal policies, and national regulatory requirements.
- Review subgrantee applications, budgets, and financial proposals for accuracy, feasibility, and compliance with donor and program requirements.
- Draft, review, and finalize agreements, MoUs, and contracts with subgrantees and partners, ensuring clarity, fairness, and compliance.
- Oversee the implementation and periodic updates of subgranting manuals, compliance checklists, and internal control tools in line with current donor and legal standards.
- Maintain robust internal controls and conduct regular compliance checks on financial transactions to minimize risk and ineligible costs.
- Identify and mitigate financial and operational risks through proactive monitoring, internal assessments, and regular partner reviews.
- Ensure all financial records, supporting documents, and reports are accurate, auditready, and systematically filed.
- Facilitate and support internal and external audits by preparing and providing required financial documentation and clarifications.

Finance Responsibilities

- Prepare, monitor, and manage organizational and donor budgets, ensuring accuracy, efficiency, and alignment with program activities.
- Generate timely, accurate, and donor-compliant monthly, quarterly, annual financial reports, reconciling budgets against actual expenditures and addressing variances.

- Maintain robust internal controls and conduct regular compliance checks on financial transactions to minimize risk and ineligible costs.
- Ensure all financial records, supporting documents, and reports are accurate, audit-ready, and filed systematically.
- Facilitate and support internal and external audits by providing required financial documentation and clarifications.
- Develop financial tools, templates, and train staff to strengthen budgeting, expenditure tracking, and financial accountability.
- Ensure the preparation of financial statements in full compliance with International Public Sector Accounting Standards (IPSAS), including the implementation of accrual-based accounting, accurate reporting of donor funds, and alignment with regulatory requirements as mandated by the National Board of Accountants and Auditors.

Grant Documentation and Capacity Building

- Maintain a comprehensive and organized documentation system for all grants and subgrants, including agreements, reports, financial records, and communications.
- Lead the close-out of grants and subgrants, ensuring timely submission of final financial and narrative reports, reconciliation of budgets, and archival of documentation in accordance with policies.
- Design and implement training programs for internal staff and subgrantees focused on compliance, financial management, reporting standards, and internal controls.
- Provide ongoing technical support and mentorship to implementing partners to enhance program quality, financial performance, and organizational sustainability.

Key Competencies, Qualifications, and Experience

- **Educational Background:** Bachelor's degree in Finance, Accounting, or a related field; a Master's degree and professional certification (e.g. CPA (T) , ACPA, or equivalent) are highly desirable.
- **Experience:** Minimum of 7 years of progressive experience in senior financial or grants management roles, preferably within non-profit or international development settings.
- **Technical Expertise:** Demonstrated proficiency in budget development, financial reporting, and navigating complex donor compliance frameworks, including donor audits.
- **Regulatory Knowledge:** Strong understanding of international financial reporting standards and regulatory frameworks, including IPSAS and GAAP.
- **Analytical and Strategic Skills:** Proven ability to interpret and manage complex financial data, with advanced analytical and problem-solving capabilities.
- **Technology Proficiency:** High proficiency in financial and grant management systems (e.g., Odoo ERP, QuickBooks), and advanced skills in Microsoft Excel; familiarity with donor reporting portals is an asset.
- **Leadership and Communication:** Strong leadership, interpersonal, and communication skills, with the ability to present financial information clearly to diverse stakeholders and guide cross-functional teams.

How to Apply

Please send your resume, copies of certificates, cover letter, and three references to our HR department at recruitment@tenmet.or.tz and CC to humanresources@tenmet.or.tz with the subject line “**Application for Finance and Grants Manager position**” by 29th August 2025.

TEN/MET is an equal-opportunity employer committed to fostering diversity and inclusion. We strongly encourage applications from qualified individuals of all gender, persons with disabilities, ethnic and cultural backgrounds, and other underrepresented communities. Our hiring decisions are grounded in merit, competence, and the ability to contribute meaningfully to our mission.