

VACANCY - FINANCE AND ADMINISTRATION MANAGER

Policy Forum is a dynamic and growing network of over 90 civil society organisations seeking to enhance and augment the voice of citizens in national policy processes. The primary objective of the network is to make policies work better for the people of Tanzania. The primary areas of focus for its activities are poverty reduction, equity, and democratisation, with a distinct leaning towards improved governance and accountability.

The Secretariat is currently seeking a person to fill the vacancy of Finance and Administration Manager to: (1) - ensure that the office runs smoothly and that administration systems, policies and procedures are adhered to at all times and (2) - ensure that Policy Forum Accounts are managed to obtain maximum value for money at all times and that funds are spent with maximum efficiency to achieve Policy Forum objectives.

KEY TASKS AND RESPONSIBILITIES:

FINANCE

- i. To become familiar with Policy Forum Financial Regulations and with IPSAS and IFRS standards, and to learn to use specialised accounting software to post, verify, and reconcile all financial transactions, for mathematical accuracy and proper financial classification.
- ii. Calculate, prepare and issue invoices, journal vouchers, purchase orders, budget versus expenditure statements, trial balance statements and all other financial statements according to established procedures with support from an external accounting firm.

ADMINISTRATION

- iii. Responsible for the general administration of the office (ensuring that bills are paid on time, any maintenance is followed up with the relevant people and a system of administrative cost control is established)
- iv. Manage the imprest account (this will include the completion of relevant forms for signature, checking forms and accounts to ensure accuracy, initial preparation of simple financial reports, following up on outstanding accounting from recipients of the pooled fund)
- v. Supervise the work of the Office Assistant and Driver.

QUALIFICATION AND EXPERIENCE:

- i. Bachelor's degree in finance and accounting or a related field, CPA will be an added advantage.
- ii. At least three years' relevant experience
- iii. Ability to become familiar with basic accounting software
- iv. Strong analytical ability to evaluate operational issues
- v. Thoroughness; the ability and tendency to pay close attention to detail.
- vi. Ability to manage own time and that of others effectively with minimum supervision

ALL interested applicants need to send the following: (a) a cover letter clearly stating in 200 words or less which job you are applying for, why you want this job and consider yourself suitable for it, (b) salary history, (c) 2-3 references, (d) an updated CV which includes your complete contact details, and (e) sample (no more than 2500 words) of your written work. The application deadline is **10 October 2025**. Application materials will be retained by Policy Forum and cannot be returned. Interested candidates should submit an application by e-mail to the following address:

Policy Forum Recruitment E-Mail: info@policyforum.or.tz