



TANZANIA FEDERATION OF DISABLED PEOPLE'S ORGANIZATIONS

JOB ADVERTISEMENT

Position: Part time accountant

Background of the Organization

The "Tanzania Federation of Disabled People's Organizations (SHIVYAWATA)" is a non-governmental federation which was established in 1992 and brings together ten national Disabled People's Organizations (DPOs). The Federation is a mouthpiece for matters pertaining to Persons with Disabilities (PWDs). The essence was to afford a larger, louder and common voice on issues of lobbying and advocacy.

Job description.

- Entering the accounting data in the quick book software as timely as appropriate.
- Develop quarterly and annual budgets.
- Writing vouchers.
- Carrying out monthly Bank reconciliations.
- Analysis of expenditure by project/partners.
- Liaising with partners/project to ensure that they comply with SHIVYAWATA'S accounting policies and procedures.
- Ensure quality, timely and accurate quarterly and annual reports are submitted to relevant supervisors.
- Advise SHIVYAWATA leadership in all matters related to proper financial practice.
- Ensure SHIVYAWATA complies with all financial and tax requirements.
- Ensure SHIVYAWATA's statement of finance are timely prepared and submitted to the auditor.
- Perform any other related tasks as might be assigned by the supervisors from time to time.

Required qualifications.

- Minimum Bachelor Degree in Finance or Accounting from a recognized college.
- Capacity to work under pressure and meet necessary time deadlines.
- Excellent interpersonal and communication skills in Kiswahili and English.
- Experience in preparing budgets for funding proposals.
- Experience in working with PWDs or their organizations.

Terms

One year contract renewable based on the availability of funds.

Remuneration

The above positions carry remuneration as per project available resources.

Persons with disabilities are highly encouraged to apply

How to apply

Send your CV, application letter and copies of your relevant certificates to SHIVYAWATA Secretary General, P.O. Box 42984, Dar es Salaam, Tanzania

Send soft copies to info@shivyawata.or.tz

Deadline for receiving applications is 22nd April 2022

Only short listed candidates will be contacted for interviews and the selected applicant will be awarded the post.