



NEW LIGHT CHILDREN CENTRE ORG.

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JOB OPPORTUNITY AT NELICO:

New Light Children Centre Organization (NELICO). Is a Non-profit, Non-governmental Organization registered under the Non-Governmental Organizations Act No. 24 of 2002 on 28th March 2006 and awarded with registration certificate No. 00NGO/0739. NELICO currently operate in Geita Region focusing on supporting Orphans, Most Vulnerable children and Youth by providing free legal services to the marginalized groups, direct support to MVC, Youth involvement, Health awareness, improved quality education and Psychosocial Support to women, children and people with Disability.

ABOUT PROJECT

The KIZAZI KIPYA project, or New Generation, is working to transform the lives of vulnerable Tanzanian children and young people, particularly those affected by HIV. This five-year project builds on years of collaboration between Pact and USAID in Tanzania that already has made a significant, measurable difference for the country's youth. KIZAZI KIPYA planned outcomes include better financial resources for parents and caregivers of orphans and vulnerable children (OVC), as well as improved access to health and HIV services for children and adolescents, including those who are hard to reach.

The project is working across all regions of Tanzania. Partners include the Elizabeth Glaser Pediatric AIDS Foundation, the Aga Khan Foundation, Railway Children Africa , the Ifakara Health Institute and for local NGO who partner with Pact such as NELICO.

NELICO employs competent, dynamic individuals with strong technical knowledge and public health management skills in implementing the program objectives. NELICO is now seeking to fill

the below position for the USAID KIZAZI KIPYA project – the enclosed Job Descriptions include vacancy for the following position based in Geita DC:

1. Accountant

Reports to: Project Manager.

Minimum Qualification: Bachelor degree in Accounts and Finance

Experience Level: 3 years

Roles & Responsibilities:

1. To assist the Program/Project Manager in coordinating and supervising all the financial functions of the program and the project. This shall include the timely preparation and submission of all program financial and accounting reports and documents including cash books, payment vouchers, bank reconciliation statements, budget compliance reports and any other financial reports that may be required by the USAID Kizazi Kipyra Program and to submit such reports in compliance with the reporting requirements of the Kizazi Kipyra Program.
2. To advise management on the formulation, review and implementation of policies that enhance the financial viability, effective cost management and optimize resource mobilization and utilization.
3. To implement the existing internal financial controls of the organization and the programs and to advise the management if additional controls are required.
4. To be proactive in the development and implementation of sound accounting and financial management systems and procedures for the Organization based on standard accounting principles.
5. To coordinate all program and project finances and the preparation, implementation and control of the annual and any supplementary budgets of the Organization.
6. To review purchase orders prepared by the program staff and to facilitate procurement of office supplies, equipment, furniture and services.
7. To ensure compliance with the procurement policies and guidelines of the organization and the Kizazi Kipyra requirements.

8. To maintain an up to date register of the assets and stores of the organization and to ensure proper accountability of the same including proper use and custody of the properties of the Organization such as consumable office items and fuel for motor vehicles.
9. To ensure that the recommendations made or issues raised by the internal and external auditors are implemented or addressed without delay.
10. To cooperate with external auditors to ensure that, within three months of the end of each financial year, draft accounts of the preceding financial year are submitted for audit.

Skills & Qualifications:

- Minimum a bachelor's degree in finance/accounting
- Perfect English skills
- 3+ years of experience within accounting and data/market analysis
- Strong analytical skills and an ability to handle and dissect large amounts of data and present it clearly
- Great presentational skills in Power Point and Excel
- Proficiency in Excel, advantageous if you master other analysis tools
- Strong accounting knowledge
- Knowledge of IFRS standards preferable with emphasis on transfer pricing and external owners
- Ability to create clear budgets and automate the budgeting process with the accounting software's we use
- Experience with online accounting systems such as Xero and QuickBooks

Number Required: 1 project Accountant

Mode of Application:

Interested and qualified applicants should send their Application cover letter, detailed CV, Copies of relevant certificates, email and telephone contacts, names and addresses of three referees to be forwarded via admin@nelicotz.org

You will be required to bring original certificates if you are contacted for interviews.

Contact Address

Human Resources Manager,

New Light Children Centre Organization (NELICO),

P.O. BOX 160,

GEITA.

Email: admin@nelicotz.org

Deadline for application: **25th February 2020.**

NB: Application will be served on the basis of first come first serve. Applications after deadline date will not be considered. An applicant with clean K2 working experience is an added advantage.

NELICO is an equal Opportunity, Affirmative, Action Employer committed to work place diversity. Therefore we accept applicants without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference or political affiliation in any employment