



tel: +255 799 449 121 email: info@feminahip.or.tz website: feminahip.or.tz

PROSPECTIVE VACANCY POSITION: VACANCY TITLE – FINANCE OFFICER (1 Position)

NOTE! The availability of this position is subject to donor funding and agreement and may be changed without notice should the funding not come through.

This is not a job offer.

Deadline of Application: 11 September 2026

Location: Dar Es Salaam, Tanzania

Company: Femina Hip

The Organization

Femina Hip is Tanzania's largest youth focused civil society organisation working to motivate, support, educate, and entertain young people aged 10-30. We do this through our 'edutainment' vehicles (print magazine, radio, social media, and other digital platforms).

Young people volunteer, participate in extra-curricular Fema Clubs in secondary schools; engage with transformative life skills; and are exposed to a portfolio of training packages. All help them to learn the facts about and take action on gender, sexual and reproductive health and rights (SRHR), economic empowerment and citizen engagement, together with the impact of climate change.

The Finance Officer role will amplify your career. From taking on new challenges to following the lead of incredible mentors, we promise you will grow, learn, and make a difference.

ROLE PURPOSE:

This role ensures effective financial accounting, reporting, and compliance to support organizational operations. Key responsibilities include Cash Transfer Programming verification and reconciliation, working on Audits and donor verification visits. The role supports overseeing reconciliations, payment processing, cash forecasting, and partnerships with HR, supply chain, and banking teams while maintaining financial integrity by ensuring adherence to Femina Hip's policies and procedures.



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SCOPE OF ROLE:

Reports to: Senior Finance and Operations Manager

Staff directly reporting to this post: N/A

KEY AREAS OF ACCOUNTABILITY:

1. Financial Reporting & Budget Management

- Review, post, and maintain accurate financial transactions in the accounting system.
- Support monthly and annual financial report preparation.
- Prepare monthly, quarterly, semi-annual, donor, and project financial reports in accordance with organizational policies and donor compliance requirements.
- Assist in the preparation of accurate monthly cash flow forecasts for submission to the Senior Finance & Operations Manager by collaborating with budget holders to estimate funding requirements in a timely manner, ensuring sufficient resources are available for effective project implementation.
- Monitor project expenditures and ensure spending aligns with approved budgets and work plans.
- Manage project accounts and track fund utilization.
- Provide financial guidance and support to program staff and partners.
- Maintain complete, accurate, and well-organized financial records and documentation.

2. Compliance & Regulatory Management

- Ensure compliance with organizational policies, donor regulations, and statutory requirements.
- Calculate, reconcile, and remit taxes and statutory contributions accurately and on time.
- Coordinate with HR to ensure payroll-related obligations and employee benefit contributions are properly managed.
- Maintain compliance with occupational health, safety, and environmental regulations. as Femina hip's OSHA representative.
- Safeguard confidential financial information and records.



3. Internal Controls, Audit & Asset Management

- Strengthen internal controls through regular review of financial transactions and processes.
- Review payment requests, procurement documentation, and supporting records for compliance and accuracy.
- Coordinate internal and external audits, donor verifications, and implementation of audit recommendations.
- Maintain fixed asset records and oversee periodic verification of assets, inventory, and stock.
- Perform reconciliations for inventory, assets, grants-in-kind, and other balance sheet accounts.
- Ensure procurement activities comply with organizational policies and approved procedures.
- Support on implementation donor/audit finding.
- Assists with all auditors' requirements and findings and recommends resolutions or action plans.

4. Payments and Cash Management

- Manage payment processing, ensuring accuracy, completeness, and timely settlement of obligations to cash transfer programming and other programs.
- Verify all payments to ensure compliance with internal control procedures before disbursement.
- Prepare bank reconciliations and monitor cash balances to ensure adequate liquidity.
- Administer petty cash operations, including replenishment and compliance monitoring.
- Manage banking relationships and support efficient treasury operations.
- Prepare cash flow forecasts and coordinate funding requirements to support operational and project activities.

5. Other Duties

- Prepare and issue purchase orders in line with approved procurement procedures.
- Manage and reconcile annual leave records in collaboration with the HR team, ensuring accurate reporting and alignment between payroll and leave request systems
- Undertake other reasonable tasks as directed by the Senior Finance and Operations Manager and/or Senior Management Team.



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QUALIFICATIONS

- Bachelor's degree in accounting, finance or business management.
- Experience with SAP Business One is important
- CPA is an added advantage
- Very good written and spoken English

EXPERIENCE AND SKILLS

- At least 4 years NGO Finance related experience
- Prior experience Audit is an asset
- Able to work within a team
- Availability for internal travel and little external travel.
- Highly organized, with strong time management capabilities and a commitment to meeting deadlines.
- Trustworthy and reliable in handling sensitive financial matters.
- Strong analytical skills with attention to accuracy and detail.
- Exceptional communication skills, ensuring clarity and effectiveness in interactions.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reason of their level of skills and experience.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with Health and Safety policies and procedures.



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How to apply?

- Interested candidates who meet the qualifications are invited to send a CV and a cover letter demonstrating why they should be selected for this position.
- To apply [CLICK HERE](#)
- **The deadline for application submissions is 11 September 2026.**

Equal Opportunity

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to (a) colour; (b) nationality; (c) tribe or place of origin; (d) race; (e) national extraction; (f) social origin; (g) political opinion or religion; (h) sex; (i) gender; (j) pregnancy; (k) marital status or family responsibility; (l) disability; (m) HIV/Aids; (n) Age; or (o) station of life.

Data Protection and Privacy

Femina Hip is committed to protecting the privacy and personal information of its staff, programme participants, partners, applicants and other stakeholders. We collect and use personal data responsibly, for clearly defined purposes in accordance with the Tanzania's Personal Data Protection Act, 2022.