



Terms of Reference

Director of Finance at Tanzania Youth Vision Association (Urgent)

Background

Tanzania Youth Vision Association (TYVA) is a youth-led, non-partisan, non-profit, and non-governmental and membership based organization founded in 29th July 2000 and registered with a registration number (00NGO/R2/000425) to work as Non-Governmental Organization focusing on youth awareness raising and empowerment. TYVA defines youth as of age 16-30, of which concentrate much to bring up and create the opportunity for them.

The Organization was formed to fill a gap of a strong youth organizations and to address the challenge of poor youth involvement and participation.

For the past 20 years, the organization has been actively involved in lobbying and advocating youth issues through capacity development and awareness programs. TYVA is working around four basic thematic areas; civic awareness, environment, health and entrepreneurship.

More at; <http://tyvavijana.or.tz/>

The post of Director of Finance is established at TYVA to serve secretariat and be responsible for all finance issues in the organization.

The term of Director of Finance is two years and may be renewed upon successful performances in office.

The Director of Finance is responsible and accountable to the Executive Directors of the organization.

Scope of Work:

- Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Monitors budgets and expenditures and contribute to preparation of budget revision.
- Prepares and submits timely and reliable TYVA financial documents and financial reports.
- Prepares project financial reports, statement and submit to Head of Programs for clearance and TYVA as required.
- Maintain a computer based monitoring system for expenditures.
- Checks and ensures that all procurement process and expenditures in accordance with the TYVA procedure.

- Checks budget lines to ensure that all transactions are booked to the correct budget lines.
- Providing and interpreting financial information
- Analyzing change and advising accordingly.
- Formulating strategic and long-term Resource mobilization plans.
- Liaising with auditors to ensure annual monitoring is carried out
- Developing external relationships with appropriate contacts, e.g. auditors, solicitors and bankers
- Responsible for project procurement processes inside and outside the organization.
- Responsible for any financial tasks related to organization of conferences, workshops, retreats etc.
- Carry out any other financial assignments as requested by the Head of Project and Executive Director.

Key qualifications

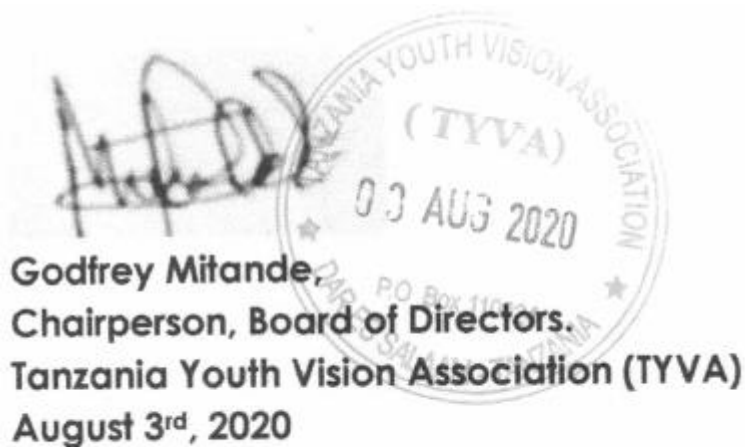
- **Applicant must be an ordinary member of TYVA with clear records for membership subscriptions.**
- Minimum of Degree in Accounting, Business or equivalent (**CPA will be an added advantage**).
- At least 5 years' relevant continuous work experience in finance and administrative functions.
- Experience with donor funded projects will be an added advantage.
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis.
- High integrity, strong result orientation and drive for excellence and initiative taking.
- Good communication skills.
- Fluency in English and Kiswahili language is required
- Excellent communication and analytical skills.
- Work experience with MS Office and accounting software applications is a must.

Mode of application

Interested and qualified youth for Director of Finance Position must send their application letter accompanied with a two (2) page motivation letter explaining how he/she will work and contribute to the success of the organization taking into account the thematic areas in the TYVA Strategic plan.

All CVs, and motivation letter should be submitted to info@tyvavijana.or.tz and copy tyvavijana@yahoo.com **Not later than August 10th, 2020 at 16.30 PM.**

N.B: Only Successful Applicants will be contacted for an Interview.



Godfrey Mitande,
Chairperson, Board of Directors.
Tanzania Youth Vision Association (TYVA)
August 3rd, 2020