

Vacancy Announcement - Tanzanian Financial Manager

Child-Help International Tanzania

Position: Financial Manager

Location: Preferably Moshi, Tanzania (or Remote)

Application Deadline: 5th December 2025

Contract Type: Full-time

Reports to: Executive Director and President, with functional accountability to the Board Treasurer

Compensation: Competitive salary

Email: jobs@child-help.international

About Child-Help International

Child-Help International Tanzania (CHITA) is an international NGO registered in Tanzania. The primary aim of CHITA is to enable all children with spina bifida and hydrocephalus to have a fair start in the world by 2050. We are working towards this vision through two major strategic goals:

- Building the Knowledge Centre (virtual and physical): centralizing the knowledge gathered over decades, developing it further with experts from around the world, and making it easily accessible and affordable for our target group.
- Supporting national cooperation for change: we improve the quality of life of children and adults living with spina bifida and hydrocephalus through support to local partners, capacity building, provision of lifesaving medical material, and the development of sustainable, accessible care systems.

CHITA operates as a network of member organizations in Belgium, the Netherlands and Germany, with coordination and support provided through CHITA's international structure.

How to Apply

If you are a results-oriented finance professional who believes in the power of transparency and social impact, we would love to hear from you.

Please send your **cover letter and CV (maximum 3 pages)** to jobs@child-help.international with the subject line: **Application – Financial Manager**

Applications will be accepted until **5th December 2025**.

Only shortlisted candidates will be contacted.

Job Description – Financial Manager

Purpose of the Role

Financial Manager ensures robust financial management, transparency, and compliance across all Child-Help affiliated members and partners. Financial Manager provides strategic financial leadership, delivers accurate and timely reporting, and drives financial sustainability in alignment with CHI's mission and global operations.

Key Responsibilities

1. Financial Management & Reporting

- Prepare and present monthly and annual financial statements (Balance Sheet, Income Statement, Cash Flow) at both country and consolidated levels.
- Produce monthly budget-to-actual analyses with variance explanations.
- Develop and maintain cash flow forecasts for each entity and for consolidated CHI operations.
- Coordinate year-end closures and external audits.
- Ensure compliance with international accounting standards and donor requirements.

2. Budgeting & Forecasting

- Lead annual and multi-year budget preparation processes.
- Support country teams and programs with accurate financial forecasts and donor proposal budgeting.
- Monitor income, donations, and grants versus projections, identifying trends and risks.

3. Financial Systems, Controls & Compliance

- Design and implement standardized accounting and reporting systems across CHITA departments.
- Document and maintain financial procedures, internal controls, and grant management SOPs.
- Oversee financial due diligence for new partners and grants.
- Ensure compliance with all statutory, tax, and audit requirements in Tanzania and Europe.
- Maintain clear documentation for all financial transactions aligned with donor and audit standards.
- Establish internal audit and control mechanisms to safeguard organizational assets.

4. Grants & Partner Financial Oversight

- Together with the Management Team, review and approve partner budgets, contracts, and reports.
- Ensure expenditure verification and alignment with CHITA and donor standards.
- Conduct capacity-building sessions and financial monitoring visits for local partners.
- Strengthen partners' compliance, accountability, and financial management systems.

5. Organizational Leadership & Governance

- Serve as a strategic partner to the Executive Director, President, and Board, translating financial data into actionable insight.
- Support the Finance & Audit Committee with quarterly and annual reports.
- Develop and implement financial strategies for sustainability, reserves, and investments.
- Manage risk, insurance, and ensure compliance with all legal and donor requirements.
- Participate in CHI's management and desk meetings, contributing to strategic and operational decisions.

6. Operations & Administration Oversight

- Oversee key administrative functions related to finance, procurement, and compliance.
- Work with HR to align payroll, staff cost planning, and benefits administration with financial forecasts.
- Ensure proper vendor management and procurement policies are in place and followed.

7. Team & Systems Development

- Supervise and mentor finance staff across CH member entities.
- Lead digital transformation of accounting system - QuickBooks Online.
- Promote a culture of integrity, transparency, and accountability.
- Facilitate internal finance trainings for staff and partners to strengthen financial literacy.

Key Performance Indicators (KPIs)

Success in this role will be measured by:

- Timely and accurate production of financial statements and consolidated reports.
- Effective implementation of standardized financial systems and procedures.
- Improved donor and partner compliance with financial standards.
- Strong audit outcomes and reduced financial risk.
- Enhanced financial transparency and partner satisfaction with reporting.

Required Qualifications

- Bachelor's degree in Accounting, Finance, or Business Administration or Master's degree with 5 years experience.
- Must be a CPA, ACCA, or possess equivalent professional qualification.

- A Registered Tax Consultant (RTC) will be an added advantage.
- Minimum 10 years of progressive experience in finance, including at least 3 years in a Financial Manager role within an NGO or international organization.
- Proven experience with multi-country financial consolidation, budgeting, grant management, and donor compliance (EU, UN, USAID preferred).
- Strong knowledge of IPSAS and Tanzanian financial regulations.
- Proficiency in accounting systems including QuickBooks, SAP and ERP systems.
- Proficiency in Excel/Google Sheets and accounting software.
- Excellent analytical, communication, and leadership skills.
- Demonstrated integrity, discretion, and commitment to CHI's mission.

Reporting

Reports to: Executive Director (Tanzania) and President (Belgium), with functional accountability to the Board Treasurer.

Supervises: Finance Officers and Assistants across CH member entities

Child-Help International is an equal opportunity employer.

We value diversity and encourage applications from all qualified individuals, regardless of gender, disability, or background.