



## **CAREER WITH BRAC TANZANIA FINANCE LTD**

**BRAC TANZANIA FINANCE LIMITED (BTFL)** is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

**BRAC** Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

**Job Location:** Country Head Office, Dar es Salaam

**Job Title:** Accounts Officer – Payroll

### **Job Responsibilities:**

- Ensuring all payroll transactions are processed efficiently and the Nolan payroll system is updated accordingly.
- Collecting, calculating, and entering data in order to maintain and update payroll information (HRMS System)
- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on the same.
- Determining payroll liabilities by calculating employee wage bill income, social security contributions, employer's social security, unemployment, and workers compensation payments and making sure they are uploaded in the respective Government system accurately as per payroll sheet.
- Resolving payroll discrepancies from the field offices and CHO and Being a key point of contact for all payroll queries.
- Updating payroll rates and threshold as per the changes in the Income Tax act and any other regulatory updates.
- Maintaining payroll operations by following policies and procedures
- Assist with month-end payroll reconciliations and payroll variance reporting
- Maintaining accurate data and system changes
- Setting up new, departed and maintaining existing employees
- Updating and maintaining payroll records in both systems

### **Safeguarding**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals for safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

**Required Qualifications and Experience:**

- Must have a bachelor's degree from the recognized university with minimum 3 years' experience in the related role.
- Must be a Certified professional i.e., CPA, ACCA
- Experience working in a financial institution and Labor laws knowledge is an added advantage
- Proficiency with payroll software
- Strong mathematical skills
- Attention to detail
- Ability to work under pressure.
- Leadership and teamwork skills.
- Reliability and honesty.

**How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) with a subject "**Accounts Officer – Payroll**".

**The application deadline is 07.06.2025**

*Only shortlisted candidates will be contacted.*

**\*\*\*BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at workplace.**



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**BRAC** Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

**Job Location:**     **Head Office, Dar es Salaam**

**Job Title:**         **Finance Manager**

### **Job Responsibilities:**

- Ensuring that all transactions are properly accounted for and the financial systems are maintained and updated timely, under all procedures and controls.
- Ensure that all proposal budgets, cost work plans and budget amendments are accurate and complete prior to submitting to the head of Finance and Accounts for final review.
- Provide reliable and efficient tools (spreadsheet templates, standard rates for common costs such as staff, overheads, etc.) to assist with budget and cost-worker plans preparation and to ensure accuracy and consistency across all programs.
- Work closely with program staff and accountants to review monthly financial reports prepared for comparison against cost work plans and ensuring that explanations for variances are received and followed up.
- Preparing financial reports on a monthly basis and submitting them to the head of Accounts and Finance for review and sending them to Head office.
- Preparing donor reports as required and submitting to head of Accounts and Finance for review.
- Manage all accounting and tax related activities including reporting, budget control, cash management and tax planning for the Organization operation and advising the head of Accounts and Finance.
- Advising the head of accounts and finance on the new laws and regulations (such as IFRS, Government laws and tax regulations) which may affect the organization operations by identifying their impacts and suggesting the way forward.
- Managing bank accounts and overseeing money transfers between head offices, offices and field offices. This includes overseeing and supervising the preparation of current account reconciliations on a monthly basis and suggesting appropriate entries to pass.
- Working directly with external auditor and providing necessary support to complete annual audit within the deadline and receiving a clean report.
- Develop efficient and effective financial systems including internal control, budget control, financial policies and procedures.
- Ensure compliance with statutory authority, including filing of documents with the appropriate authority as required.
- Identify operations and system improvement areas for the finance function and manage change implementation process.
- Ensure compliance with Donor and Loan stipulations.
- Monitoring project costs to ensure that all under and overspends are reported monthly to the head of Accounts for proper actions.

### **Safeguarding**

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- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

### **Required Qualifications and Experience:**

- Must have a bachelor's or master's degree from the recognized university with minimum 8 years' experience in the related role under tight/busy environment.
- Must be a Certified professional i.e., CPA, ACCA
- Experience working in a financial institution and application of Temenos (T24) Core banking system software will be an added advantage
- Must have Income Tax and Laws knowledge
- Finance, Accounting and budget knowledge
- Accounting framework particularly from IFRS and IAS
- Interpersonal communication skills and teamwork
- Computer Skills, (Microsoft office application - Advanced Level)
- Entrepreneurship knowledge, Skills and competencies

### **How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) with a subject "**Finance Manager**".

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