

## **JOB POSTING – FINANCE COORDINATOR**

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Programs
<b>Reports to:</b>	Finance Manager
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.28,812,125</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Full-time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 17<sup>th</sup>, 2025, 23:59 EAT</b>

### **ABOUT US:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

### **OUR CULTURE:**

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



Phone: +255 22 277 4161



Address: Plot #466, Regent Estate Mikocheni: **P.O. Box 79701** - Dar es Salaam  
Tanzania



Website: [righttoplay.com](http://righttoplay.com)

## ROLE SUMMARY:

The Finance Coordinator reports directly to the Finance Manager (FM). The incumbent is responsible for providing support to the FM in financial management tasks such as processing transactions, ensuring all transaction-supporting documents are complete and properly filed, reconciling bank accounts' entries and preparing financial reports for local management.

## WHAT YOU'LL DO:

### #1: Financial Accounting and Reporting (50% of Time):

- Ensures that all documents are complete, with the appropriate supporting documents, reviewed and approved before processing for payment and filed accordingly.
- Ensures that all payments are processed on time.
- Oversees the daily management of financial transactions; assists the Finance Manager in the monitoring and follow up of project finances in the country.
- Performs monthly petty cash count as well as petty cash spot checks
- Reviews all petty cash expenditures and replenishment requests.
- Oversees routine banking services including collecting bank statements, making bank transfers depositing and withdrawing cash.
- Assists in cash planning and forecast for the duty station.
- Responsible for elaboration, maintenance, and reconciliation of cashbooks.
- Records all financial transactions into the accounting system.
- Produces monthly bank reconciliation statements and consolidates them for review by the FM.
- Responsible for budget follow up and the checking of correct use of codes
- Assists the Finance Manager in the preparation of financial reports and forecasts.

### #2: Financial Implementation and compliance (45% of Time):

- Produces regular financial reports upon request.
- Timely review of the field Activity Financial Reports (verifying the coding, arithmetical accuracy, documentation, authorization) and subsequent feedback to ensure timely submission to FM.
- Aids in internal and external audits.
- Ensures that an appropriate financial policy and procedures framework is in place to guide the Organisation's financial decision making.
- Ensures that he/she is abreast with the current grant conditions and complies with grant conditions.
- Supports FM on staff trainings on RTP rules, policies and procedures and donor requirements.
- Supports FM to ensure that partners are aware and adhering to partnership manuals procedures.
- Follow up with Partners including field visits and ensure that all their reports, supporting documents are according to RTP and donor policies and procedures.
- Stays abreast on program priorities and makes occasional field trips to monitor finance related issues and procedures.
- Stays abreast on the latest development in tax and other related laws in the country; ensures that RTP complies with all Government statutory regulations including licensing payment of taxes and social security fund; ensures timely submissions of such deductions to the relevant authorities.
- Ensures all financial files are complete and up to date including National Social Security Fund (NSSF) and



Taxes.

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### #3: Other Tasks as Assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in accounting, Finance, Business Administration or related discipline

### EXPERIENCE:

- 2 years' experience in accounting or grant management

### KNOWLEDGE/SKILLS:

- Proficiency in use of Microsoft applications, including Excel and Word
- Good skill at using financial software applications
- Skilled in maintaining documentation
- Good written and oral communication skills
- Good knowledge of accounting practice, policies and procedures

### LANGUAGES:

- Fluency in spoken and written English and Kiswahili

### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Previous work experience with an I/NGO

## WHO YOU ARE:

You are highly driven with integrity. You are detail-oriented, results-oriented and collaborative with a passion for working with children and youth. You have the ability to work independently with little supervision, work well under pressure and deadline, multitask and work within deadlines. You have good analytical skills and the ability to work with staff at all levels and across departments.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave



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- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application link:** <https://righttoplay.hiringplatform.ca/195832-finance-coordinator-mara-tanzania-jan-2025/859487-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).

