

Global Alliance for Improved Nutrition

Job title:	Finance Assistant		
Classification:	Grade 2	Direct reports:	0
Work location	Dar es Salaam, Tanzania	Travel required:	<10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
Overall purpose The Finance assistant is a key position in the Tanzania country office. This position is expected to provide essential support in financial, administration and internal control services to the operations department whilst working with the Finance and Administration Manager to ensure compliance with GAIN policies, systems, and procedures. This role holder is expected to be both responsive and proactive to financial and operational requirements. The Finance assistant also ensures compliance with external requirements, such as local laws and regulations, donor, partner, service provider and vendor contractual obligations. They are responsible for safeguarding GAIN's interest in these transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff, and premises. They provide support to the Country Director, staff, and consultants in maintaining good relationships with external stakeholders like government regulatory bodies, service providers and consultants. The Finance Assistant will have the primary responsibility of supporting the successful operations management of GAIN Tanzania office in accordance with GAIN policies and Tanzania laws. The Finance Assistant will be responsible for providing financial and accounting support to the operations team. In addition, the post holder will support the operations team, to develop and strengthen strategies relating to financial and other operations management across the Country Office. Reporting to the Finance and Administration Manager, the responsibilities of the Finance Assistant will include overall responsibility for all aspects of bookkeeping and accounts, procurement support assets tracking and control, effective financial reporting processing in a timely, accurate, relevant, and informative manner and general administration or operations duties. Given the context of responsibilities, it is vital to have a good knowledge of the milieu of international organizations operating on the Grant model of international financing.
Tasks and responsibilities <u>Finance, budgets and grants.</u> Support the Finance Manager to improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting.

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- Assist with audit related requirements (timely documents retrieval, filing after audit completion, proving additional assistance as necessary).
- Assist with follow up on subaward compliance issues and audits.
- Ensuring all payment requisitions are complete and have all necessary documentations.
- Preparing required supporting documents for payment processing such as travel advances, sub-contractors/staff advances as per GAIN policies and procedures.
- Coordinate with local tax consultants to ensure compliance with government regulatory bodies as well as managing the TRA portal, NSSF portal, WCF portal and others.
- Identifying office costs and correctly apportioning and charging to the respective project codes
- Managing office petty cash transactions such as petty cash payments, petty cash income, petty cash reconciliation, verification of petty cash claims from admin assistant.
- Ensuring financial transactions are recorded in line with GAIN standards in a timely fashion.
- Managing receivables and payables in line with GAIN guidelines to ensure timely and accurate payments to vendors.
- Assist in preparation of financial reports of all country projects including budgeting, forecasting, and attending project QUAD meetings.
- Securing the proper filling and storage of all financial records
- Any other reasonable task as assigned.

Office administration

- Assist in ensuring up to date information regarding security and safety on the Share point as per GAIN norm
- Assist in disseminating security briefs to Country visitors.
- Supporting logistics preparations for various meetings organized by the office.
- Overseeing the proper upkeep and maintenance of office premises and working facilities like photocopying machines and furniture to provide the best possible physical environment for staff to discharge their duties.
- Managing and keeping up to date office asset register.
- Responsible of the procurement of office equipment and other assets inventories
- Researching and evaluating potential suppliers and create and maintain professional relationships with existing vendors and suppliers.
- Ensuring all service contracts are valid and maintained.

Human resources

- Ensuring that all taxes and staff deductions are calculated accurately and paid into the correct Government agency.
- Collaborate with the security focal to update the country security page on the intranet.
- Overseeing travel and expenses reporting by all team members, including processing expense claim forms and seek all necessary approvals for payment.

Key organizational relationships

- Reports to the Finance and Administration Manager
- Country office finance and HQ Teams
- Country Director
- Project Managers
- External Partners

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JOB REQUIREMENTS
Competencies • Proficiency in accounting • Proactive with a commitment to quality and accuracy with an eye for detail • Good interpersonal, organizational, and oral and written communication skills • Flexibility and availability to work outside regular working hours on occasion. • Available for outstation travel on a required basis • Ability to prioritize and multi-task. • Ability to work without close supervision. • Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and Quick books skills. • Ability to handle sensitive and confidential information appropriately and with discretion.
Experience • Experience in accounting or a related field. • Experience working in a similar role. • Experience of working with Multi-Donor Funded projects will be an added advantage. • Strong working knowledge of relevant computer application packages and accounting software such as Serenic Navision, SAGE.
Education • University Degree in accounting and Finance, Taxation, business administration or suitable equivalent • Studying for a locally recognized Finance and / or Accountancy qualification.
Other requirements • Excellent communication skills in English are essential. • Should be available immediately to fill in the post.
WHAT GAIN OFFERS
• A competitive remuneration package. • Flexible working hours through hybrid working opportunities. • Friendly working environment. • Professional development opportunities. • The chance to make a lasting contribution to reducing global malnutrition.