



## Financial Accountant (Ref: C3HP/FA/12-21)

### Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **Financial Accountant** based in Dar Es Salaam.

### Job Purpose

Provide finance support to the program through facilitation of finance matters, review and processing of payments, funds accountability, preparing reports and ensuring financial documents are in place.

### Key Responsibilities

- Ensure monthly bank reconciliations are done timely.
- Ensure staff and sub grantees payroll payment are processed on time
- Review bank and mobile transfers before being sent to the Finance Manager for approval
- Approve payments in the Grants Management System (GMS)
- Review the sub grantee accountability files and posting in GMS
- Timely preparation of sub grantee fund requests
- Prepare liquidation monthly reports and submit within the USAID deadline
- Prepare quarterly reports and expenditure accrual and submit within the USAID deadline
- Prepare federal financial reports on a quarterly basis
- Prepare fund accountability statements and facilitate internal and external audits on an annual basis
- Provide support in reviewing staff timesheets

### Requirements

- Bachelor's degree in Accounting, Finance or related field
- Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) holder
- A minimum of three years working experience
- Good knowledge of USAID financial rules and regulations
- Proficiency in using accounting packages



If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to [C3HP@deloitte.co.tz](mailto:C3HP@deloitte.co.tz). For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.