



## ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

## ABOUT THE ROLE

We are seeking an outstanding Interim Finance and Administration Assistant to join our team in Tanzania based in Dar es salaam. We are in the process of finalizing an ambitious strategic plan from 2016-2021, and this role will lead on financial management assistant and accounting within the organisation ensuring transparency and accountability of our finances by meeting Restless Development standards and ensuring compliance with donor and government policies.

This is a key position within our team, with coordination and management of our Finance in all operations region. You will be a committed and talented individual who will provide technical advice financial management and planning, and Maintaining Programme Office accounting records in accordance with Restless Development.

Financial Procedures and Reports, Assisting in the Programme Office Budgeting progress and Undertaking office administrative duties, in collaboration with the finance Coordinator. You will be committed to upholding our financial policies and procedures and obtaining value for money, you will be a role model to our staff and stakeholders at all times, and will be a smart and friendly member of the team.

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

**RESTLESS  
DEVELOPMENT**

## ABOUT THE ROLE

<b>Job title</b>	Interim Finance and Administration Assistant Coordinator
<b>Location</b>	Dar es salaam
<b>Salary</b>	TSh27,246,447 gross per annum
<b>Preferred start date</b>	1 <sup>st</sup> October 2020
<b>Length of contract</b>	(6) Six months
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Finance Coordinator
<b>Direct reports</b>	Finance Coordinator
<b>Expected travel</b>	Occasionally National travel

### KEY PRIORITIES

#### 1. Payments collection and documentation

- Key contact person for non-finance staff on all payments and expenses.
- Payments, expenses and cash advances (impressts) will be tracked and documents filled appropriately to ensure transactions processed during within the agreed timelines.
- Ensuring all financial transactions have the necessary back-up documentation as required by Restless Development Tanzania and its donors
- Ensure all financial transactions have the relevant authorisation and are made in accordance with Restless Development Financial Procedures
- Maintain records of all procurements (including all purchase orders), with accompanying approval from the management/procurement committees or senior staff.
- Filling of Statutory Returns to TRA and WCF

#### 2. Payments and Recording keeping

- Ensuring all cash, Mobile Money bank transactions are recorded timely and accurately in the Financial Force accounting system
- Monitor the bank account, Mobile money and cash safe balances to ensure funds are available for all authorised transactions
- Ensure all payments (Cash/Mobile money/Barclays) are made to suppliers and staff in accordance with the agreed timeframes.
- Undertake monthly cash, Mobile money and bank reconciliations, matching to bank statement and documenting unreconciled transactions.
- Post information onto the Financial Force accounting system to ensuring it is correct.
- Undertake reconciliation of all balance sheet accounts (including bank reconciliation)
- Prepare all monthly journals (including but not limited to Payroll, Housing loans, Prepayments) and submitted to Management Accountant for review
- Prepare the monthly payroll for all Tanzania staff, to be reviewed by the Head of Finance, ensuring that all the necessary payroll and tax regulations are followed.
- Post payroll and prepayments journals to the financial force system, once reviewed by the Head of Finance.
- Monthly preparation and payment of Payroll and all statutory deductions as per the Government laws and Restless Development policy.

#### 3. Assisting in auditing and budgeting process

- Assisting the Management Accountant during the annual budget setting exercise
- Assisting in the preparation for the organisational annual audit and the guidance of the Finance and Administration Manager.
- Implement the recommendations from internal audit reports

#### 4. Staff training and development

- Receive regular updates from line manager and from the Head of Finance on key objectives of the finance team





For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

- Complete finance training and technical training (e.g. Excel)
- Assist in training of non-finance staff and volunteers in Restless Development finance procedures

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the [insert job title]
 <p><b>HEART</b></p> <p>We are who we serve. We are brave.</p>	Values-led	Upholds a values-led culture across the Finance & Administration team, inspiring a Restless passion and professionalism amongst all others. Considers the Restless Values when making decisions and taking measured risks at a strategic level
	Innovation	Creates an enabling environment for innovation across the Finance & Administration team. Takes measured risks and solves complex issues with creativity and innovation. Maintains a focus on aligning the organisational vision for long-term growth in a changing world.
 <p><b>HEAD</b></p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Drives quality across the Finance & Administration unit by holding all sub-teams to account for high performance and value-for-money.
	Decision Making	Drives change across the Finance & Administration unit by considering the long term impact of risks and operational decisions to the Restless Development Sierra Leone Hub.
 <p><b>VOICE</b></p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Develops leadership in team members for future growth of the organization.
	People Development	Builds organizational capacity by creating a culture of continual learning through performance management, training, coaching and mentoring; aligning their own personal and professional development to current and future organizational needs.
 <p><b>HANDS</b></p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Builds consensus and commitment amongst staff and major national partners. Confidently anticipates and responds to challenge or resistance in difficult circumstances. Coaches others to Communicate strategically
	Collaboration	Is a role model for collaboration at a national, regional and global level; frequently contributing to internal processes and decisions. Leads participatory decision making and strategy development.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Graduate degree in accounting or equivalent in accounting, finance and administration work experience</li> <li>• 1-2 years' experience in financial management and administration</li> <li>• Experience of meeting donor financial requirements and reporting, including ideally for EC, SIDA, FORD, GATES, EU and/or USAID</li> </ul>
------------------	---

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

	<ul style="list-style-type: none"> <li>● Good experience of computing packages, particularly Microsoft Excel and knowledge of financial force is added advantage.</li> <li>● A self-starter who can work unsupervised or as part of a team.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>● Experience using online payment platforms for mobile money and bank</li> <li>● Fluent written and spoken English</li> <li>● Solid understanding of donor funded projects and operations</li> <li>● Track record of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

## KEY DATES

- Please send a detailed CV and application letter to [jobstanzania@restlessdevelopment.org](mailto:jobstanzania@restlessdevelopment.org) by 22<sup>nd</sup> September 2020.

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

