



ABOUT RESTLESS DEVELOPMENT

Restless Development is a global non profit agency. We support the collective power of young leaders to create a better world. We are independently registered and governed in nine countries (India, Nepal, Sierra Leone, Tanzania, Uganda, UK, USA, Zambia and Zimbabwe) bound together by our vision for youth power. We run youth-led programmes to tackle the issues that young people care about the most. We also run the [Youth Collective](#) – a growing network of over 5,000 local youth-led organisations in 185 countries. We are committed to creating an agency that walks the talk on power shifting, using the power shifting checklist, both internally and externally.

More information about Restless Development:

- [Restless Development Strategy](#)
- [Youth Collective](#)
- [Power Shifting Checklist](#)
- [We Are Restless Blog](#)

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 looking for a dynamic, committed and passionate individual to join our Finance unit in the role of Finance and Administration Officer. The Finance and Administration Officer will be based in Dar es Salaam office; they will be in charge of overseeing many of the core functions of the Finance team including but not limited to; assisting with Payments collection and documentation , Payments /Recording , Assisting in auditing and donor budget management, Supporting Staff in trainings and development and other financial accounting functions.

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

ABOUT THE ROLE

Job title	Finance and Administration Officer
Location	Dar es Salaam
Salary	TSh26,676,400 Basic Annual Salary (Subject to Statutory Deductions) plus significant allowance and benefits
Preferred start date	As soon as Possible
Length of contract	1 year
Visa requirements	Must have the right to work in Tanzania
Reports to	Senior Finance and Administration Coordinator
Direct reports	None
Expected travel	Occasional domestic travel may be required

KEY PRIORITIES

1. Payments collection and documentation

- Key contact person for non-finance staff on all payments and expenses.
- Payments, expenses and cash advances (imprests) will be tracked and documents filled appropriately to ensure transactions are processed 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 /Recording

- Ensuring all cash, Mobile Money bank transactions are recorded timely and accurately in the FinancialForce 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/Absa) are made to suppliers and staff in accordance with the agreed timeframes, and update the online payment database.
- Undertake monthly cash, Mobile money and bank reconciliations, matching to bank statements and documenting unreconciled transactions.
- Post information onto the FinancialForce accounting system to ensuring it is correct and properly approved
- 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 Senior Finance Coordinator for review
- Prepare the monthly payroll for all Tanzania staff, after review by the Hub Director, ensuring that all the necessary payroll and tax regulations are followed then Pay and Post it with all necessary deductions being made.
- Updating and reviewing imprest tracking sheets and informing management of any potential risk.
- Analyse all financial data, monitor all transactions and prepare its particular reports
- Prepare and deliver various accounting reports for every donor project on a regular basis.

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3. Assisting in auditing and donor budget management

- Assisting the Senior Finance coordinator during the annual budget setting exercise
- Assisting in preparing the Management account report, coordinating analysis and comment on different variations from the budgets
- Assisting Budget holders in financial review of their budget as assigned.
- Assisting in the preparation for the organisational annual audit under the guidance of the Unit Lead
- Implement the recommendations from internal audit reports.

4. Supporting Staff in trainings and development

- Receive regular updates from line manager and from the Senior Finance Coordinator on key objectives of the finance team
- Complete finance training and technical training as required (e.g. Excel, updates on finance standards)
- Assist in induction and Capacity Building to non-finance staff and volunteers in Restless Development finance procedures

5. Financial Management



- Uphold all financial policies and procedures
- Ensure that all requisitions and retirements are appropriately requested for; and that all expenditure is backed up by the required support documentation
- Ensure that value for money is obtained in all purchases through the team, and that all purchases are in line with our policies and procedures

6. Others



- Other duties as required.
- You will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted

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 Program and Alumni Relations Officer
 HEART We are who we serve. We are brave.	Values-led	Inspires a Restless passion and professionalism in those they work with, both internally and externally.
	Innovation	Works on its own initiative and offers creative approaches to improving work.
 HEAD We are 100% professional. We prove that young people can	Delivers Quality	Manages their time effectively to deliver quality against individual goals. Ensures value for money when utilizing resources and efficiently processing finances.
	Decision Making	Proposes solutions to challenges and consults with others when making operational decisions within their area of responsibility.

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 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Capably manages their own workload and takes up opportunities to lead on areas of work, with support from colleagues. May supervise Interns and/or teams of Volunteers.
	People Development	Understands how individual goals contribute to team priorities. Uses feedback to identify personal growth areas willingly and provides constructive feedback to others.
 HANDS We are in it together. We listen and learn.	Effective Communication	Clearly expresses ideas or opinions and actively listens and learns from those around them. Applies effective communication when actively engaging with stakeholders and teams of volunteers.
	Collaboration	Is an integral team member, contributing to team excellence and maintaining strong relationships with colleagues and stakeholders

SKILLS AND EXPERIENCE	
Essential	<p>Qualification</p> <ul style="list-style-type: none"> • Holds relevant Bachelors Degree level Accounting & Finance qualifications with Certified professional certification/s (eg CPA, ACCA) • 1-2 years' experience in financial management and administration • Experience of meeting donor financial requirements and reporting, • Good experience of computing packages, particularly Microsoft Excel and 1-2 years demonstrable knowledge of financial force • A self-starter who can work unsupervised or as part of a team. • Eligible to work in Tanzania.
Desirable	<ul style="list-style-type: none"> • Previous experience in preparing budgets and in refore-casting. • Experience using online payment platforms for mobile money and bank • Fluent written and spoken English • Solid understanding of donor funded projects and operations • Track record of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines

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.

Female Candidates are Strongly Encouraged to Apply.

WHAT WE DO FOR YOU

Remuneration

For more information on Restless Development's mission, values and work, please visit:
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We are proud to commit to a transparent Global salary scale, ensuring a fair and comparable system of pay across all Global locations. In addition to salary, we offer pension contributions and other benefits in accordance with the local Hub.

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.

Travel and Medical Insurance

When travelling abroad with work, all staff will be covered by Restless Development's travel and medical insurance.

Relocation package

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

KEY DATES

- Please complete this [ONLINE APPLICATION FORM](#) by 27th January 2025, 17:00 hrs. Kindly note that we do not accept CVs, resumes or cover letters.