



Rural and Urban Agricultural Technology Initiatives

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Job title:	Finance and Administration Officer- Part time
Date:	21 December, 2024
Deadline of Application	30 Desember, 2024

Work location	Ruvuma	Travel required:	10-15%
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The Rural and Urban Agricultural Technology Initiatives (RUATI) is a local non-governmental, non-profit organization working to improve household food security, safety, income and generally improve living conditions through agricultural interventions. Since its inception in 2018, RUATI has made remarkable progress and become known as an organization that strengthens and improves the living conditions of local communities through participatory and holistic approaches. The main achievement is "transforming people's lives by giving them a voice to influence technological, social, economic and environmental change.

RUATI envisage quality services provision which will lead to optimal and sustainable utilization of agricultural land, agricultural technologies and niche and fast growing agro-market among rural and urban Tanzanians for their social and economic ventures. RUATI strive to be the best provider of agricultural knowledge and skills to the society in order to develop and sustain the Agricultural sector and enhance social welfare of the community at large while conserving production environment.

JOB DESCRIPTION

Overall purpose

The Finance and Administration Officer will be responsible for providing administrative, coordination and financial management support under the supervision of the Executive Director. The position holder will ensure processing, recording of payment transactions and office management processes are done in timely and accurate manner. The position holder supports compliance, and the expectation is for strong collaboration with all office staff members. The position requires resolute fiduciary responsibility of all

financial resources and high professional standards with a willingness and ability to enforce compliance with RUATI and donor policies and procedures.

Tasks and responsibilities

Financial management:

- To plan and implement financial and administrative operations systems in accordance with RUATI policies and procedures while keeping within donor requirements. This includes systems for Cash Flow management, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance.
- To improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting.
- Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with RUATI policies and procedures and donors grants and contracts requirements and promptly process payments.
- Preparing cash flow forecast and ensure adequate funds in the office.
- Preparation of monthly reports, ensuring all transactions for the month are recorded accurately and deadlines set are met.
- Timely preparation of monthly bank statements and bank reconciliations.
- To prepare programme budgets, analysis of grants and expenditure.
- Preparing RUATI office budgets and finalizing them.
- Prepare and ensure availability of statutory financial Statements, Annual Income Tax returns, PAYE returns, NSSF etc.
- Securing the proper filling and storage of all financial records.
- Support all the external audits processes, providing timely documents and preparing schedules as may be required.
- Assist with follow up on sub award compliance issues, audits, and document resolutions.

Human resources and procurement:

- To administer recruitment and procurement of goods and services in accordance with RUATI rules and procedures.
- Support staff in operational aspects of establishing a network of experts.
- Create, update, and maintain organized files and records related to such, ensuring confidentiality of records.

Office management

- Ordering stationery and IT equipment.
- Dealing with correspondence, complaints, and queries.
- Implementing and maintaining procedures/office administrative systems.
- Ensuring that health and safety procedures are observed.

Travel and meeting-related administrative work:

- To coordinate the travel (visa, booking transport and accommodation) of RUATI staff, consultants and senior partners which relates to the implementation of RUATI activities.
- Work with the project teams to ensure travel per diems and reimbursements are performed within RUATI policies and procedures and reconcile staff debtors accounts monthly.
- To organize and participate in work planning and progress reporting meetings.
- To organize stakeholders' meetings and other statutory meetings.
- Perform other relevant operational, financial, and administrative duties as relate to the implementation.

Key organizational relationships

- Reports to the Executive Director.
- Close collaboration with staff members in RUATI especially finance and HR teams.
- Liaises with other partners or government as may be necessary

JOB REQUIREMENTS**Competencies**

- Familiarity with major international donor rules and non-profit accounting.
- Familiarity with computerized, double-entry accounting software.
- Accuracy in the processing of cash transactions, mathematical aptitude, and attention to detail.
- Ability to work without close supervision.
- Computer literacy with excellent MS word, MS Excel, Outlook, PowerPoint, and Tally skills.
- Familiarity with QuickBooks, Navision or similar accounting software required. Familiarity with Salesforce is a plus.
- Ability to plan and organize a substantial workload that includes complex diverse tasks and

responsibilities. • Problem solving, decision making and delegation skills. • Excellent oral and written communication skills (English) • High level integrity and sound judgment. • Ability to cooperate with others and work in a participatory manner to achieve established goals. • Proactive with a commitment to quality and accuracy with close attention to detail
Experience and Education • A degree in accounting or a relevant business field. • Relevant accounting qualification (CPA 3 or other, would-be a plus). • Experience in office administration, accounting, bookkeeping, or cashiering, including experience with double-entry accounting preferably in an international NGO.
Other requirements • Proactive and self-motivated individual capable of engaging persuasively with various stakeholders. • Excellent command of written and spoken English required. • Willingness and ability to travel, within and outside of Ruvuma. • Ability to work independently and meet deadlines. • Existing right to live and work in Ruvuma. • Pragmatic, dynamic, and autonomous person.
WHAT RUATI OFFERS • Flexible working hours • Friendly working environment • Professional development opportunities
HOW TO APPLY All application must be Addressed to : The Executive Director, Rural and Urban Agricultural Technology Initiatives(RUATI), P.O.BOX 616, SONGEA. Send Via email: info@ruati.or.tz copy to : ruatii2018@gmail.com