JOB OPPORTUNITY – FINANCE OFFICER

About Digital Opportunity Trust

Digital Opportunity Trust (DOT) is a Canadian international NGO supporting a global network of DOT organizations leading economic and education change in countries throughout Africa, the Middle East, Asia and the Americas.

DOT is an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic and entrepreneurial opportunities. DOT's vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability and gender inequality. DOT's signature entrepreneurship programs, ReachUp! and StartUp!, integrate ICT, life skills, and micro- enterprise development and are delivered in a cost-effective manner, using university graduates to train and build capacity of youth in their communities. DOT transforms and supports young women and men, as they become leaders of economic and education change in their societies.

DOT operates within a fundamental principle of local ownership by investing in local management and staff, creating a local organization with a local board of directors and develops a local business plan to govern sustainable, growth, local resource expansion and local job creation.

In 2012 DOT launched a local program office, DOT Tanzania, to implement the Youth-Led Enterprise Development (Y-LED) Projects in Tanzania and deliver DOT's Economic programs; ReachUP! and StartUp!.

To strengthen its operations, DOT Tanzania is seeking to hire a **Finance Officer**.

Position Description

As **Finance Officer**, you will work to support appropriate management of DOT Tanzania's finances. You will work with the DOT Tanzania country team and take directions from the **Country Program Manager**.

Key Responsibilities & Accountability Include

- Maintain the accounting records and financial documents of DOT Tanzania,
- Data entry into DOT Tanzania's accounting system and backup maintenance,
- Payroll processing,
- Accurate and timely processing of government remittances,

- Preparation of monthly financial reports for head office and local funders, as well as reconciliation of related major accounts,
- Preparation of annual financial reports and schedules for audit,
- Maintenance of Fixed Assets register and treatment, depreciation charge and physical verification,
- Ensuring adherence to administrative policy guidelines, budgets, cost controls, vendor's contracts, etc.

Qualification & Skills Requirements

- A Bachelors degree in accounting, finance or business administration,
- At least 3 years of accounting and book keeping experience,
- Demonstrate experience in preparation of financial reports and budget variance analysis,
- Familiarity with basic accounting packages such as Simply accounting, QuickBooks etc,
- Excellent attention to details,
- Fluency in English and working knowledge of two local languages preferred,
- The ideal candidate will be a proactive and efficient multi-tasker. This candidate will like to work independently in a fast-paced dynamic working environment.

Compensation

DOT is a non-profit INGO that recognizes that change is driven by involving the best people. Salary will be competitive and commensurate with experience.

How to Apply

Interested applicants for this position must submit a cover letter, current curriculum vitae and the names and coordinates of three references. References will not be contacted without prior consent.

Application and inquiries should be submitted to tanzania@dotrust.org with a subject, "DOT Tanzania – Finance Officer".

The deadline is **Wednesday March 5, 2014 at 12:00HRS EAT**.