



## JOB ADVERT

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**Job Title:** FINANCE OFFICER  
**Reporting to:** FINANCE MANAGER  
**Location:** DAR ES SALAAM, TANZANIA

### Who we are

With over 45 years of experience, working in over 60 countries, Population Services International (PSI) is the world's leading non-profit social marketing organization. PSI is reimagining healthcare, by putting the consumer at the center, and wherever possible – bringing care to the front door. We are working to fix market failures, shape future health markets and shift policy and funding to better support consumer empowered healthcare.

There are over 8,000 “PSI’ers” around the world. We are a diverse group of entrepreneurial development professionals with a wide range of backgrounds and experience. All with unique skills that we bring to the critically important work that we do.

### Your contribution:

Under the supervision of the Finance Manager, and in line with PSI policies, the Finance Officer will be responsible for:

- Communicate with the supervisors of staff with travel advance balances over 30 days to ensure actions are taken against employees.
- Ensure all the paid vouchers and supporting documents are stamped "Paid" as soon as the payment is processed in QBE.
- Ensure scanning all the checks and attaching the same in QBE, not later than 7 days after the month end.
- Ensure timely posting of expenses from sub recipients' spending.
- Ensure approved Mobile transactions expenses are posted on daily basis.
- Prepare the monthly petty cash Payment Voucher for posting in QBE; and then prepare Petty Cash Certificate on monthly basis for approval by CR.
- Managing the HQ Petty Cash and ensure complete documentation of related transactions
- Ensure the bank accounts have sufficient funds to meet the short-term obligations. Consistently assess the needs for cash, and prepare the OAR for Finance Manager review whenever the balance goes down to 300million.

- Ensure the external vendors' invoices are timely paid not more than 24hours after receiving the documents, in QBE and in CitiDirect and making sure all bounced back payments are repaid as soon as they occur.
- Ensuring ALL vendors' bank accounts have been preformatted in CitiDirect. No payment will be made to an external vendor with an account that has not been preformatted.
- Ensure proper filing of vendors' letters that contain official bank details.
- Posting of foreign exchange gains/losses from bank transfers, on timely manner.
- Posting of fund transfers among our 3 bank accounts not more than 24hours after the transfer is completed.
- Liaise with Compensation and benefit coordinator to confirm the balance in salary advance account, and preparation of monthly schedule for Salary advances by 5th of every month.
- Preparation of monthly schedule for Travel advances account by 5th of every month.
- Payment of staff Travel advances in QBE and Citibank not more than 24hours after receiving the documents.
- Ensuring all taxes are paid before 5th of every month and submission of SDL returns before 7th of every month.
- Payment of fully supported and correctly approved Mobile payment requests.
- Ensure the Mobile Money account has sufficient funds, to have constant liquidity.
- Ensure all the receipt vouchers for the receipt of staff unspent funds and sales collections, are properly reviewed, filed, scanned and attached in QBE monthly, not later than 7 days after month end.
- Preparing and maintaining an Asset Register as per set Policies, Procedures and Donor requirements.
- Ensuring that all assets purchased have been updated in the Asset register by reconciling assets purchases expense lines in QBE with the Asset register, on monthly basis.
- Tracking asset movements and ensuring all disposals are approved and well recorded.
- Coordinate physical verification of Assets on quarterly basis; and ensure the assets are properly tagged.

### What are we looking for?

- Degree in Accounting and Finance or related field
- Professional qualification with NBAA (CPA T) is an added advantage
- At least 1-2 years of relevant experience
- Computer Skills Ms Word, Excel and PowerPoint
- Knowledge on QuickBooks accounting system may be added advantage

**Job Title:** FINANCE ASSISTANT (INTERN)  
**Reporting to:** FINANCE MANAGER  
**Location:** DAR ES SALAAM, TANZANIA

- Creation of Bills for all the supplier invoices in QBE, on time not more than 24hours after receipt of documents. Making sure all invoices have EFD receipts attached together with its copy.
- Proactively following up with admin to ensure invoices for all items in account 88000 are submitted to Finance for billing on a daily basis to avoid pressure during month close.

- Preparation of monthly Accounts Payable schedules, for both USD and TZS accounts by 5th of every month.
- Ensure monthly amortization of the Prepaid Expenses are accurate and posted into correct accounts not later than 27th of every month.
- Ensure all the documents for amortization of PPEX are properly and timely filed.
- Preparation of monthly schedule for Prepaid Expenses balances.
- Ensure all the Journal Entry vouchers are available for review and approval before 27th of every month before posting into QBE.
- Ensure all the Journal Entries vouchers, Payment Vouchers and all documents with necessary supporting documents, are scanned and uploaded to the SharePoint, not later than 7 days after month end.
- Perform verification of completeness and accuracy of donor billing, for the non-EF (purchased) inventory, on monthly basis.
- Ensuring Mobile Money Reconciliation is performed on a daily basis, following up on failed & reversed payments and ensure they are repaid soon after reversal.
- Preparation of Withholding Taxes schedule and initiation of monthly payment to TRA.
- Ensure scanning all the PVs and JVs and attaching the same in QBE, not later than 7 days after the month end.
- Ensuring all taxes are paid before 5th of every month and submission of SDL returns before 7th of every month.
- Timely processing of invoices for approved sales orders; and proper filing of the same.
- Preparation and submission of bi-annual WHT tax returns (before 30 January and 30 July), and monthly SDL returns (before 7th).
- Preparing the documents of reversed transactions during reconciliation to make sure the same are paid on daily basis. Reversal account should have 4A's in case there are transactions in that account.
- Coordinating cycle stock counts on monthly basis; and perform a reconciliation with stock records in QBE.
- Prepare inventory schedule on monthly basis making sure the stock quantities in the inventory valuation report reflect the stock count reports.

### What are we looking for?

- Degree in Accounting, Finance or related field.
- Fresh graduate or with 1 year working experience in accounting field
- Computer skills – Word and excel
- Knowledge of QuickBooks Accounting System is an added advantage

**Job Title:** PROCUREMENT ASSISTANT (INTERN)  
**Reporting to:** PROCUREMENT COORDINATOR  
**Location:** DAR ES SALAAM, TANZANIA

### Your contribution:

- Assist on procurement of health commodities, packaging, promotional materials, consumables and services for the organization.

- Ensures that purchase requisitions have been correctly converted into a purchase order in a timely manner.
- Verifies specifications from the requesting department to ensure correct goods or services are ordered.
- Assist procurement coordinator on Solicits for, evaluates quotations from foreign & local suppliers, compiles comprehensive bid analysis and ensures approval by respective signatories and budget holders prior to preparing orders.
- Negotiates for the best value (price, quality, delivery, and payment terms).
- Prepares purchase orders through QBE system and ensures they are approved by respective procurement signatories prior to confirming orders to vendors.
- Follows up with suppliers and updates user divisions/departments about the status of their orders to ensure timely delivery.
- Manages vendor relations and vendor performance issues.
- Tracks, follows up & expedites purchase orders to ensure timely delivery of goods & services.
- Provide information to the Procurement Coordinator, for use in compiling management reports, and provides data for budgeting & decision making.
- Ensures that procurement records are well maintained and properly filed.

### What are we looking for?

- Degree in Procurement, logistics and supply chain or equivalent.
- Fresh graduate or with 1 years working experience within the supply chain field preferably with an NGO or in the Social/Health sector.
- Computer skills – Word and excel.

### How to apply:

Application for the position must include:

- Cover letter illustrating your suitability for the position against the listed requirements.
- Detailed curriculum vitae showing contact address, email, and day –time mobile phone number (s) and three (3) referees, ONE being your last employer.

Application will be considered valid, if sent/received before 1700hrs, **Monday, 22<sup>nd</sup> April, 2024**. Please note that only short –listed candidates meeting the above requirements will be contacted. Send you application to [recruitment@psi.or.tz](mailto:recruitment@psi.or.tz) in MS Word or PDF file. Indicate the name of position on the subject line of your email.

*PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*