



## Tanzania Finance Manager

### About Imagine

Imagine Worldwide Tanzania is a subsidiary of Imagine Worldwide, a California-based (United States) nonprofit organization. Imagine exists to demonstrate that children with personalized technology in their hands can become literate and numerate with little or no adult instruction. More than 250 million children and youth worldwide do not have access to school. And hundreds of millions more go to school but never learn to read or write. We believe in working with schools and communities to address these seemingly intractable problems.

We are partnering with organizations across the globe to implement tablet-based learning solutions. We are continuously building evidence on what works, why, and under what conditions. We use data to continuously improve content, approach, and implementation. Then we provide tools, expertise, capital, and a network to enhance the ability to scale. We envision a world where all children have access to opportunity. Through rigorous implementation of tablet-based learning solutions in areas with few alternatives, we continue to open up limitless possibilities for all children.

Imagine Worldwide Tanzania has partnered with the Ministries of Education, Science and Technology (MoEST) and Presidents' Office Regional Administration and Local Government (PoRALG) of the Government of Tanzania, Ministry of Education and Vocational Training (MoEVT) of Zanzibar and other partners to scale up nationally an innovative Edtech program (MsingiTek) that is focused on improving literacy and numeracy skills among learners in standards 1-3 in all public primary schools in Tanzania and Zanzibar. To support this ambitious program, Imagine Worldwide Tanzania seeks to engage a Finance Manager to join a team to support MoEST, PoRALG, MoEVT and other implementation partners in the successful roll out of the program.

### Candidate Profile

The Finance Manager will play an instrumental role in carrying out Imagine's mission, to test and scale tablet-based learning solutions that enable children to become literate and numerate. The successful candidate will play a key role in financial and procurement management and ensure that staff, management and partners receive high quality, professional and responsive services. S/he will also implement financial and procurement management policies, procedures and systems and ensure compliance with corporate and project standards as well as maintain oversight of day-to-day financial and procurement activities. The Finance Manager will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. The position offers an international, flexible, learning environment to enhance individual career development and growth.

### Key Responsibilities

The Finance Manager will work closely with Imagine's Executive Director, Director of Operations and Administration and local implementing partners to ensure timely execution of all project activities. The Finance Manager's responsibilities will include - but will not be limited to - the following:

- Manage project risks with escalation as required.
- Manage all financial and procurement management activities for the program including bank account

and petty cash reconciliations; accounts payable; sourcing and contracting of suppliers; review and verification of invoices; data entry into accounting systems; fund transfers from USA to Tanzania and bank, EFT, cheque and cash payments.

- Establish and manage systems for cash and EFT payments to staff including expense claims and petty cash.
- Assist with the management and implementation of grant payments to project implementation partners and operators.
- Assist with strategic financial management activities including annual budget development, financial planning and cash flowing, and financial reporting.
- Develop project-level financial and procurement management policies and procedures, manage roll-out and oversight compliance, reporting and periodic review.
- Provide expert guidance in the costing of personnel, activities and operations.
- Organise and maintain comprehensive financial and procurement files and ensure all recording is compliant with audit, corporate and client requirements.
- Train and develop local staff to enable them to use and manage financial and procurement systems.
- Manage purchasing and procurement activities including supplier management and ensure value for money.
- Preparation of TRA and statutory returns for timely submission every month.
- Work closely with the Office Manager to establish and implement the program payroll system for staff; ensure all salary payments are accurate and timely.
- Support senior management to establish and implement policies and procedures for fraud control, anti-corruption and anti-bribery.

## Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration or equivalent discipline.
- Registered with NBAA and possess a CPA(T), ACCA or equivalent professional qualifications.
- 5+ experience with financial and procurement management of large and/or growing organisations.
- Additional work experience is welcome.

## Skills Required

- **Financial & Procurement Management:** Proven ability to implement and manage financial systems, including accounting software, budgeting, and procurement processes.
- **Accounting Expertise:** Strong knowledge of cash flow management, reconciliations, tax filings, and financial reporting. CPA(T) or ACCA certification required.
- **Strategic Financial Planning:** Experience in financial analysis, budget forecasting, and cost management.
- **Risk & Compliance:** Ability to enforce financial controls, ensure compliance with audit standards, and manage fraud prevention policies.
- **Procurement & Supplier Management:** Skilled in sourcing, contracts, inventory control, and logistics to ensure cost efficiency.
- **Team Leadership & Training:** Experience in mentoring and developing staff in financial management, ensuring compliance with financial policies and best practices.
- **Donor-Funded Projects:** Knowledge of managing finances for international development projects,



including donor reporting requirements.

- **Strong Communication Skills:** Fluent in English and Swahili, with the ability to effectively present financial data to leadership and partners.
- **Attention to Detail:** Impeccable track record in managing financial affairs.

### Qualities Required

- **Passion** for Imagine's mission and vision and with a demonstrated commitment to equity in educational access and outcomes.
- Demonstrated ability to think independently and **solve problems**.
- **Flexible**, adaptable, and able to work in a fast-paced, changing environment.
- Leads with **humility** with regards to learning, receiving feedback, and collaborating.
- Demonstrates **integrity**, transparency, and accountability in financial management and decision-making.

### Compensation & Benefits

Salary is competitive and commensurate with experience.

### Location

The Finance Manager must be based in Dar Es Salaam, Tanzania.

### How to Apply

Please submit a resume and your personal details via this link - [online application](#).

**Closing Date: Sunday March 16th 2025**

Imagine Worldwide is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. However, Imagine Worldwide does not sponsor work permits; candidates must be legally authorized to work in Tanzania.