



**Position Title: THIS Finance Specialist (1 position)**

**Reports to:** Senior Accountant

**Employment Type:** Full time

**Job Location:** Dar es Salaam

**Travel:** Up to 20% in intervention districts outside of job location

**About THIS 2022-2023:**

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Program (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

**Overall Job Function:**

The THIS Finance Specialist will assist the implementation of the THIS finance processes. S/he will work with Senior Accountant in managing the financial transactions in accordance with ICAP policies and procedures. S/he will ensure payments are processed timely within the processing cycle in finance and correct coding are entered in QuickBooks prior to the Director of Administration and Finance (DAF) and Country Director (CD) authorization.

**Specific Responsibilities and Duties:**

- Support preparation of monthly financial reports and ensure timely submission.
- Prepare response to Field Financial Reports and compliance reports
- Facilitate payments to trainings, workshops and meetings participants when requested.
- Communicate with staff and vendors for confirmation of payments status.
- Review Travel Authorization Forms and Travel and Business Expense Reports for accuracy and completeness prior to record to accounting package (QuickBooks).
- Participate reviewing various payments and ensuring correct project coding before posing to accounting package.
- Ensure adherence to government, donor and ICAP requirements.
- Ensure timely advance reconciliation/liquidation, review and approved within 30 days after completion of activities/tasks.
- Ensure monthly balance sheet reconciliations



- Work with admin team and project supervisor to receive and validate mobile payments received and process for authorization.
- Ensure all the payments prior to authorization are also entered into QB and payment voucher with reference generated.
- Assist in providing timely and accurate financial information for monthly management reporting.
- Perform any other relevant duties as may be assigned by a supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's degree or higher in Accounting or Finance
- **Required Work Experience:** Minimum 3 years of accounting experience.
- **Required Supervisory Experience:** Minimum 1 year of supervising staff.
- **Preferred Certification:** Completed or final stage CPA (T).
- An excellent Quick Book experience is required.
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.
- Strong communication skills, both written and verbal.