

Position Title: Finance Assistant – Mobile Payment (2 positions)

Reports to: Finance Officer
Employment Type: Full-time
Job Location: Dar es Salaam
Travel: Not required

Overall Job Function:

The Finance Assistant - Mobile Payments is responsible to ensure all received mobile payments are processed within a day and confirmation of payments is timely communicated to the field teams to inform participants on the status of their payments.

Specific Responsibilities and Duties:

- Work with admin team to receive and validate all mobile payments received and process for authorization.
- Ensure all the payments prior to authorization are also entered into QB and payment voucher with reference is generated.
- Work with Accountant - Banking to ensure the MPESA platform has enough cash balance to cater for payment needs and arrange the transfer in advance to avoid any disruption in operations.
- Assist in providing timely and accurate financial information for monthly management reporting.
- Assist to ensure finance reporting diary internally and externally is observed.
- Work with Senior Finance Manager in adding new Vodacom MPESA users or deletion or any exit from the platform.
- Train all staff in the central office and field office on proper use of MPESA.
- Point of contact for field offices, finance support and link with other finance staff on issues related to MPESA.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in accounting or finance
- **Required Work Experience:** Minimum 2 years' accounting experience
 - **Preferred:** CPA (T) certification (completed or in progress)
- Excellent knowledge of QuickBooks
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.
- Effective communication skills, both written and verbal.
- Strong organizational and stress management skills.
- Proficiency in Microsoft Office, particularly with Excel