

# Actions for Development Programs - Mbozi (ADP-MBOZI)



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**Project Name:** USAID Kizazi Hodari Southern Zone Project  
**Title:** Project Accountant (PA)  
**Reporting to:** Finance manager (FM)  
**Line Manager:** Project Manager (PM)  
**Contract Duration:** Two Months (Renewable)  
**Location:** ADP Mbozi HQ at Vwawa Mbozi, Songwe  
**Number of Vacancy:** One

## Project overview

USAID Kizazi Hodari (Brave Generation) Southern Zone (UKHSZ) Project is a five-year USAID-funded Activity (2022 to 2027) implemented by Deloitte Consulting Limited through ADP Mbozi to support the Government of Tanzania (GOT) to improve the health, well-being, and protection of the Orphans and Vulnerable Children (OVC) and youth in high HIV burden communities. The project's main purpose is to continue delivering high-quality services for OVCs and their caregivers to advance the OVC program's contribution to HIV epidemic control. The aim is to offer OVC program enrollment, services, and support to at least 95% of children and adolescents (< 18 years) in PEPFAR-supported HIV care and treatment and >95% of children enrolled in the OVC program who are living with, affected by, and vulnerable to HIV infection know their status; are linked to care and treatment; are retained in care, adherent to ART; and achieve viral suppression in order to prevent new infections while promoting overall health, well-being, and resilience.

## **1. Position Outline**

The Project Accountant (PA) is responsible for analysis of every day financial data in such areas as forecasting, budgeting, cost reduction, operational performance and subsequently advise and guide to top management on future financial plans. As an Accountant you should be highly efficient, motivated and reliable, more over you should display a learning attitude and be able to cope in a competitive environment.

## **2. Roles and Responsibilities**

*This job description outlines the Project Accountant scope of activities and the basic roles and responsibilities is subject to change at the discretion of the employee immediate supervisor.*

- Assist the project manager in coordinating and supervising all the financial functions of the UKHSZP project. This shall include the timely preparation and submission of all program financial and accounting reports and documents including cash books, payment vouchers, bank reconciliation statements, budget compliance reports and any other financial reports that may be required by donors and to submit such reports in compliance with the reporting requirements of the donors' project.
- Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documentation for all payments vouchers;
- Prepare payments, bank transfers and do the bank transactions
- Produce periodic financial reports and other financial documents for the management of the ADP MBOZI programs in accordance with the prevailing ADP MBOZI and/or Donor policies and procedures.
- Ensure timely and accurate monthly and annual (Fiscal year) closure of accounts, including bank reconciliation, and submit reports to the program manager as per prescribed deadlines.
- Prepare staff payroll administrations, including fringe benefit computations.
- Assist the Grant Officer/Program Officer in reviewing budget proposals of grantees and sub-contractors
- Ensure proper and complete documentation and filing physically and through quick-book system and one drive for easy retrieval of all accounting related documents.
- Cross-checking financial statements and data accuracy

- Advise management on the formulation, review and implementation of financial policies that enhance the financial viability, effective cost management and optimized resource mobilization and utilization.
- Implement the existing internal financial controls of the organization and the project and to advise the management if additional controls are required.
- Be proactive in the development and implementation of sound accounting and financial management systems and procedures for the organization based on standard accounting principles.
- Coordinate all project finances in the preparation, implementation and control of the annual and any supplementary budgets of the organization
- Ensure compliance with the procurement policies and guidelines of the organization requirements
- Maintain an up-to-date register of the assets and stores of the organization and to ensure proper accountability of the same including proper use and custody of the properties of the organization such as consumable office items and fuel to motor vehicles.
- Ensure that the recommendations made or issues raised by the internal and external auditors are implemented or addressed without delay.
- Cooperate with external auditors to ensure that within three months of the end of each financial year, draft accounts of the preceding financial year are submitted for audit.
- Provides proposals and recommendations on necessary improvements on workflow.
- Perform any other relevant duties as assigned by supervisors

#### **Required qualifications.**

- Bachelor's degree in accounting or finance with 2 years of relevant experience on the same role.
- Required Work Experience: Minimum 2 years' progressive experience in accounting and finance especially on managing donor funded projects.
- Required Supervisory Experience: Minimum 2 years' supervision of a team of at least 5 people.
- Must be able to adapt to a continually evolving environment; demonstrating both the autonomy and collaboration skills needed to advance USAID Kizazi Hodari Southern

zone Activities purpose and the leadership to inspire confidence of all internal and external stakeholders.

- Excellent knowledge and experience with Quicky Books.
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.
- Strong communication skills, both written and verbal in English.
- Strong organizational and stress management skills.
- Ability to plan and manage a complex team.
- Self-motivated with ability to work independently.

### **How to apply**

- Qualified candidates are invited to submit their applications by including the following
- Cover letter addressed to:

**ADP Mbozi Executive Director**

**P.O. Box 204,**

**Mbozi Songwe**

- CV with three recent referees
- Copies of certificates
- Send your application via email to [info@adpmbozi.or.tz](mailto:info@adpmbozi.or.tz) and copy to [adpmbozi@yahoo.com](mailto:adpmbozi@yahoo.com) by 28<sup>th</sup> July 2025 and indicate “title of the position” in the subject line.