GATSBY AFRICA TANZANIA BRANCH
JOB ADVERTISEMENT
FINANCE MANAGER
In 1967 David Sainsbury wrote out a cheque for five pounds to establish the Gatsby Charitable Foundation. The Foundation is one of a number of independent grant-making trusts established by different members of the Sainsbury family, which comprise the Sainsbury Family Charitable Trusts (SFCT). Lord Sainsbury has since given Gatsby more than £1 billion to distribute to charitable causes in fields he is passionate about, including neuroscience, plant science and public policy. More information can be found at www.gatsby.org.uk.

Gatsby Africa (Gatsby) is the charitable company set-up to implement the Foundation’s programmes in Africa. Our focus is on delivering stronger economies that can provide jobs, enhance people’s livelihoods and change lives. We have a long history of engaging in East Africa across government, business and society and our footprint spans 11 different sectors. Our 120+ staff work from offices in Dar es Salaam, Mwanza, Iringa, Nairobi and London.
GATSBY AFRICA

Our mission is to accelerate inclusive and resilient economic growth in East Africa by demonstrating how key sectors can be transformed. Whilst economies in East Africa have enjoyed high growth for more than a decade, the benefits of that growth have not been shared widely. With millions of young people joining the labour market each year and climate change adding further pressures, East Africa urgently needs economic transformation – growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways out of poverty.

We aim to support this by demonstrating how high-potential sectors - such as commercial forestry in Tanzania - can be transformed to benefit more people for the long-term.

We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors. We build and support local organisations dedicated to sector transformation. We also share what we are learning with others - such as governments and donors - who share our goals.

OUR PROGRAMMES INCLUDE:

- **Tanzanian Cotton & Textiles**: Rapidly creating tens of thousands of decent textiles jobs while ensuring more than 500,000 cotton farmers can access the quality inputs and training they need to improve agronomy, increase yields and raise quality.

- **Tanzanian Forestry**: Building a vibrant commercial forestry sector that underpins downstream wood and energy industries and delivers widespread economic, social, and environmental benefits to Tanzanian citizens.

- **Kenyan Forestry**: Introducing innovative technologies and models to transform Kenya’s commercial forestry sector, protect the environment and benefit millions of Kenyan citizens.

- **Tanzanian Tea**: Triggering domestic and foreign investment by building partnerships and demonstrating innovative models that boost the profits of farmers and factories and see benefits shared more equitably.

- **Rwandan Tea**: Trialling new ownership structures and methods of supporting farmers to allow the sector to fulfil its world-class potential, while ensuring smallholders benefit from its growth.

We have also developed and continue to support two independent organisations dedicated to sector transformation in the region: Kenya Markets Trust (which runs programmes in three key Kenyan sectors), and the regional industry development organisation Msingi, which works in aquaculture and textiles & apparel.
THE ROLE:
The Finance Manager will provide overall financial management, system implementation and oversight to ensure full compliance with regulations, policies, and procedures across Gatsby Africa’s Tanzania Branch. The successful candidate will also be responsible for guaranteeing effective internal controls for the Branch in order to safeguard Gatsby’s financial processes. The Finance manager will also provide real-time support and analysis. Acting as a trusted adviser their input will assist in decision making within our Programmes and Operations teams.
JOB DESCRIPTION

Job Title: Finance Manager
Department: Branch Operations
Reports to: Head of Operations and Finance (Line Manager)
Direct Reports: Accountants
Location: Dar es Salaam, Tanzania with occasional local and regional travel.

KEY RESPONSIBILITIES:

1) Develop, implement, and manage Branch financial systems and reporting tools:
   - Management of relationships with the Branch’s bankers.
   - Analyse bank and balance sheet reconciliations for the Branch to ensure adequacy of controls.
   - Responsible for data integrity for the Branch through prompt review of data captured and posted to Gatsby’s accounts, in compliance with Gatsby’s Chart of Accounts and financial policies.
   - Support Head of Operations in financial systems development.
   - Identify and advise on opportunities to enhance the effectiveness of the enterprise reporting system, particularly where existing processing time can be saved, and/or reporting from the enterprise reporting system can be developed.

   - Preparation of the monthly financial reports. Review and evaluate all payments made from the Branch to make sure they are aligned to budgets and Gatsby’s policies and procedures.

   - Support the Head of Operations in the preparation and review of monthly payroll calculations prepared by HR and Deloitte.

2) Oversee and report on Branch budgets in accordance with Gatsby requirements:
   - Guide the programme teams in developing Branch budgets.
   - Provide budget reports and interpret budget information to Branch teams while recommending further courses of action to support their decision making.
   - Preparation of quarterly budget reforecasts throughout the financial year.
   - Consolidate the Branch budgets for Head of Operation review before submission to SMT and EB approval in accordance with Gatsby’s budgeting guidelines.

2) Manage cashflows for the Branch:
   - Analyse Branch operational requirements to determine and advise senior management on sufficient cashflow needs.
   - Adopt sound controls over petty cash management.
   - Prepare fund requests for all the programs.

2) Financial and statutory compliance:
   - Preparation for review by the Head of Operations and assistance with the Branch annual external audit and annual financial statements.
   - Implement and adopt sound internal controls for key risk areas such as payroll, cash and bank, fixed assets, and programme expenditure.
   - Develop an effective system to ensure Branch statutory compliance of taxes such as WHT, VAT, bi-annual and annual tax returns and follow through with accounting and filing with TRA and service providers.
   - Support Head of Operations in monitoring adherence to GA financial policies and procedures and monitor adherence of the same.
   - Regularly review financial procedures and propose any recommendations for improvements, as necessary.
   - Provide advice and support to other staff in effectively implementing financial policies and procedures.
5) Fixed Assets Management
- Build and continuously maintain the comprehensive asset register.
- Implement effective asset management procedures including the timely recording of all additions, disposals and other changes to all property and equipment.
- Manage the security of all assets including asset tagging.
- Control the movement of GA assets.
- Conduct periodic asset verification exercises.
- Advise the Head of Operations on disposal of assets and prepare the necessary documentation for board approval.

5) Finance team development and relationships
- Engage with Programme team and operational leads on a weekly basis and contribute finance input as relevant and appropriate, including advance notice of finance objectives and deadlines as may be necessary to promote efficient finance processing.
- Contribute to GA finance team gatherings that may occur from time to time, providing logistical support or content to the away day as appropriate or relevant.
- Develop a clear process to ensure that the team is empowered to discover their full potential and understand the makeup of the team as a whole.
PERSON SPECIFICATION:

KEY COMPETENCIES

- Analytical skills that enable understanding of how data can inform decisions with the ability to undertake reporting.
- Ability to plan workflow, prioritize work effectively, meet deadlines and adjust to change in work environment and context despite the demanding and sometimes high-pressure environment.
- Ability to work well within a team and develop strong and effective working relationships internally and externally.
- Excellent written and oral communication with an ability to communicate clearly, accurately, sensitively, and with an outgoing personality.
- Demonstrates a strong level of financial management knowledge and skills with high attention to detail to achieve highest work quality.

PERSONAL ATTRIBUTES

- Demonstrates emotional intelligence, builds rapport with key stakeholders and other staff of GA
- Empathises with GA’s mission and values.
- A commitment to work within the principles and practices of the Gatsby Approach.
- A self-starter with a proactive approach.
- Ability to adapt to changing circumstances and external factors.
- Shows an understanding and appreciation of what it takes to deliver across different cultures.
- Integrity and professionalism, setting and demonstrating the highest ethical and moral standards and a strong sense of personal accountability.

KNOWLEDGE, EXPERIENCE & QUALIFICATIONS

- A Bachelor’s Degree in Business Administration, Accounting or a related subject
- Minimum of 5 years of experience, 2 at a managerial level, in finance or accounting management in the international development sector.
- CPA (T) or ACCA qualification required.
- Computer literacy and proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint. Proficiency in use of Excel for reporting is key.
- Experience in using modern accounting software packages required.
- Experience working in an East African context.
OUR VALUES

We have developed a set of core values that will be used to assess a candidate’s fit with the organisation and provide the basis for the culture that we aspire to use in our operations. Our staff are:

**Ambitious** - We are motivated by the impact of our work and fulfilling our potential

**Collaborative** - We are stronger together and achieve most when we empower others to succeed

**Thoughtful** - We thrive on new ideas, innovation and evidence

**Dynamic** - We rapidly adapt to new challenges, opportunities and learning

**Honest** - We are honest with ourselves and others, and this helps us to learn and improve

**Caring** - We put people first and we look out for each other
HOW TO APPLY

This role is only open to Tanzanian nationals. We particularly welcome applications from female candidates. Before applying, please check that you can answer yes to all the following questions:

- Are you a Tanzanian national?
- Are you a qualified Accountant?
- Do you have experience in financial accounting and reporting in a demanding fast-paced organization?
- Do you have in-depth knowledge of Tanzanian regulatory law and compliance requirements, and a broader understanding of tax issues?
- Do you have experience on leading teams and have a passion for training teams to ensure they achieve both personal and organisational goals?

If you cannot answer yes to all these questions, please do not apply, as we will be unable to progress with your application. If you answered yes to the above questions, please register with Empower Limited through their website and upload your CV as well as a short supporting statement. Your supporting statement should be no more than 2 pages long – bullet points are encouraged. It should explain why you are interested in this role with Gatsby Africa and how your skills and experience make you a good fit – refer to the Person Specification section in this pack.

TIMELINE

Closing date for applications: 27 August 2021
First round Interviews: 31 August 2021
Written Assessment: 31 August 2021
Final interviews: 5 September 2021
Indicative start date: Ideally mid-September/early October 2021

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. Shortlisted candidates will be required to undertake an interview and written assessment on the day of the interview.

Further details will be provided to shortlisted candidates when invited to an interview.
DIVERSITY, EQUALITY AND INCLUSION
Diversity, equality and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

SAFEGUARDING
We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.