



Job Advertisement: Accountant

The Western Indian Ocean Marine Science Association (WIOMSA) seeks applications from suitably qualified and experienced individuals for the position of *Accountant*. The Accountant will be responsible for the accounting for all costs of operations, directly related to MASMA Programme and associated projects. In accordance with the Zanzibar's labour laws, this position is open to Tanzanians only.

WIOMSA is a regional, non-profit, membership organization established in 1993 and registered in Zanzibar, Tanzania in 1994 as a non-governmental organization. The organization is dedicated to promoting the educational, scientific and technological development of all aspects of marine sciences throughout the Western Indian Ocean (WIO) region (consisting of 10 countries: Somalia, Kenya, Tanzania, Mozambique, South Africa, Comoros, Madagascar, Seychelles, Mauritius, Réunion (France)), with a view toward sustaining the use and conservation of its marine resources. WIOMSA has a particular interest in linking the knowledge that emerges from research to the management and governance issues that affect marine and coastal ecosystems in the region.

WIOMSA is committed to fair, objective and positive employment practices and promotes equal opportunities and diversity in employment. WIOMSA is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Job Description

Under the guidance of the Finance Officer and in close collaboration with other staff, the Accountant will be responsible for the accounting for all costs of operations, directly related to MASMA Programme and associated projects. In general, the roles and responsibilities of the Accountant will include, but are not limited to the following:

Primary Responsibilities

- Responsible for all postings to the system all payments which are tied to Projects
- Responsible for maintaining project accounting documents for future use and audit
- Ensure payments are within budget and review all future payments of each budget item before allocating recourses/finances
- Raise invoices purchasing documents for project billable
- Review and report on project budget position based on actual and budget. Evaluate variances and determine whether budget review or reallocation is needed
- Prepare project quarterly account reports for review by the Finance Officer, Coordinators & Executive Secretary .
- Expedite project supplies requirements and flag any excessive/shortage usage.

- In conjunction with the Finance Officer, develop the project budget and thereafter monitor and flag any discrepancies
- Ensure project budgets and work plans are kept up to date to reflect progress and changes to assumptions, including any reforecast as required
- Maintain accurate project documentation and complete project files with regards to contracts with third parties or implementing agents
- Identify areas of improvement with regards to third parties' contracts and reporting. Also ensure accurate recovery of all funds due to WIOMSA as defined in the contract.
- Maintaining up to date accounting records to facilitate preparation of relevant, reliable timely and comparable financial report.
- Support in the preparation of financial reports to the donor and for audit purposes
- Cash handling and accounting for the maintenance team
- Assist in verification of expenditure returns from grantees
- Preparation of vouchers for payments.
- In collaboration with Finance Officer, visit grantees accounting offices to review record keeping of project funds.

Conditions of the Contract:

The person selected for the position will be appointed for a period of one year (with a 3-month probation period), renewable depending on performance. A competitive remuneration package is offered, depending on qualification and experience.

Qualification Requirements

We seek a candidate with the following skills and qualifications:

- **Education:** Relevant Bachelor's Degree in Finance or Accounting and must be a member of a professional accounting body such as CPA(T) or equivalent qualification
- **Work Experience.** At least 5 years of proved working experience in the field
- **Technical Skills:**
 - Deep knowledge of finance, accounting, reporting and variance analysis
 - Experience with PASTEL accounting software. Knowledge of Donor funded accounting would be an added advantage
 - Proficient in Microsoft office, specifically word and Excel
 - Experience in budget creation, forecasting, analysis and monitoring
 - Experience in Tax affairs

Personal Qualities

- Clear ability to take initiative on independent work, with a high degree of self-motivation.
- Exceptional time management and organizational skills including the ability to plan, prioritize and coordinate multiple projects/deadlines; work well with deadlines.

- Exceptional interpersonal skills and ability to accommodate different work styles and personalities; enthusiasm for working as part of a team.
- Able to work in multicultural situations
- Excellent spoken and written English skills.

How to Apply

Applicants are requested to submit a CV and a cover letter. All applications will be treated in the strictest confidence. Emails should be sent to secretary@wiomsa.org, with the subject title “*Accountant*”.

Closing date

Applications must be received no later than **13 April 2018**.

Candidates who have not been contacted within 21 days of the closing date must please assume that their applications were not successful. Correspondence will be limited to shortlisted candidates.