



Career with BRAC International

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organization of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first program outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood.

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues. BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

Position: Finance Manager

Reports to: Head of Finance

Purpose of this job:

The Finance Manager will be responsible for ensuring effective financial management, reporting, planning, and compliance across BRAC Maendeleo Tanzania's operations. This includes oversight of financial systems, donor reporting, statutory obligations, and internal controls.

Responsibilities:

- Review and analyze consolidated organizational budget performance against project budgets, including forecasting expenses and tracking commitments against approved allocations.
- Support the Head of Finance in long-term financial planning and cost management aligned with organizational and project objectives.

- Ensure that all financial activities remain within approved budgets through regular monitoring and collaboration with project and departmental teams.
- Produce timely, accurate, and comprehensive monthly and quarterly financial reports and schedules for management review.
- Maintain complete and reliable financial records to facilitate accurate and timely management reporting.
- Advise the Head of Finance on financial performance trends, emerging risks, and operational issues, proactively communicating potential challenges
- Review and ensure that all payment vouchers and journal entries are properly coded, adequately supported, and accurately posted in the accounting system prior to month-end closure.
- Review and verify the accuracy and completeness of monthly bank reconciliation statements for all accounts, ensuring timely resolution of reconciling items.
- Maintain strong internal controls and safeguards over receipts, expenditures, and program budgets.
- Oversee the financial accounting systems for accounts payable, receivable, credit control, and petty cash, ensuring timely monthly reconciliations and follow-ups.
- Ensure full compliance with internal financial policies, administrative procedures, accounting standards, and local statutory requirements.
- Oversee accurate and timely remittance of statutory deductions and taxes to the Tanzania Revenue Authority (TRA) and other regulatory bodies.
- Prepare and coordinate annual external and internal audits, ensuring timely completion and effective follow-up on recommendations.
- Maintain comprehensive supporting documentation for all financial transactions, including secure electronic filing and record management.
- Work collaboratively with departments, field offices, and Head Office to strengthen financial management, compliance, and operational efficiency.
- Provide financial guidance and insights to program and project teams to enhance decision-making and accountability.
- Ensure confidentiality and security of employee payroll and financial data in compliance with data protection legislation.
- Review and improve financial systems and processes to enhance accuracy, efficiency, and compliance.
- Develop and update financial procedure manuals to standardize best practices and strengthen internal controls.
- Build capacity of finance and non-finance staff through guidance, training, and mentorship on financial management and compliance.

Safeguarding Responsibilities;

- Establish a safeguarding culture across all levels of the program by implementing the safeguarding policy. Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Responsible for ensuring team members are appropriately trained, supported, and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, and encourage others to do so.

Educational/Professional Requirements:

- Bachelor's or master's degree in finance, accounting, or a related field. An MBA is an added advantage.
- Professional certification, such as ACCA or CPA, is required.

Skills and Competencies:

- Interpersonal communication skills and teamwork
- Computer skills (Microsoft Office applications—advanced level), internet, some maintenance and repair)
- Entrepreneurship knowledge, skills, and competencies
- English and Swahili Language skills (Fluent)
- Income Tax and Laws knowledge
- Finance, accounting, and budget knowledge

- Accounting framework, particularly from IFRS and IAS

Experience Requirements:

- Minimum of 5 years' progressive experience in finance and accounting within an international NGO.
- Minimum 3 years' supervision of a team of at least 5 people.
- Ability to plan and manage a complex team.

Employment Type: Contractual

Salary: Negotiable

Job Location: Country Head Office – Dar es Salaam

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

External candidates apply directly through the application link.

Internal candidates need to apply with their latest CV including all job assignments in detail with BRAC PIN and email to internal.bi@brac.net

Please mention the name of the position in the subject bar if emailing your CV.

Only complete applications will be accepted, and short-listed candidates will be contacted.

Application deadline: 21 November 2025

BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

BRAC is an equal opportunity employer.