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# **ACCOUNTANT – QATAR CHARITY (TANZANIA)**

**Location:** Dar es Salaam, Tanzania

**Position:** Accountant

**Contract Duration:** One Year (renewable)

**Start Date:** ASAP

**Closing Date:** 01 January 2026

**Reference Code:** QCO/ACC/2025/07

## **About Qatar Charity**

Qatar Charity (QC) is a humanitarian and development organization operating in more than 70 countries, with field offices in 32. QC focuses on both emergency relief and long-term community development. It upholds the principles of independence, neutrality, impartiality, transparency and accountability. QC has been a member of the UN Economic and Social Council since 1997 and a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement since 2009.

## **Job Summary**

The Accountant will oversee strategic and operational financial matters at the QC Tanzania Office. The role ensures accuracy, completeness, timeliness of financial data, and effective monitoring of all project accounts.

## **Key Duties & Responsibilities**

- Record and maintain all accounting operations
- Maintain and update the computerized accounting system
- Enter payment and repayment transactions
- Prepare regular bank reconciliations
- Add and update budgets in the accounting software
- Record and monitor fixed assets
- Archive payment vouchers and journal documents (physical and electronic)
- Prepare cheques and bank transfers
- Keep accounting books and records per international standards
- Prepare required financial statements and reports
- Monitor all accounting activities and report accordingly
- Participate in procurement committees
- Prepare estimated budgets with the office director
- Ensure implementation of approved financial systems, policies, and procedures
- Follow up on annual plans and budget implementation within set deadlines

## Core Values and Commitments

- Adherence to QC's Code of Conduct
- Compliance with policies on safeguarding, anti-harassment, fiscal integrity, anti-retaliation, and protection against exploitation and abuse
- Commitment to child safeguarding principles
- Compliance with Tanzania's Personal Data Protection Act regarding data transfers

## Requirements & Qualifications

- Bachelor's degree in Accounting
- Professional certifications (CPA, CMA, ACCA) are an added advantage
- Prior experience with INGOs is required
- Practical experience with ERP systems; Microsoft Dynamics 365 preferred
- Minimum 7 years' experience in accounting
- Proficiency in Arabic is an added advantage

## How to Apply

Send your CV and motivation letter to [qctanzania@qcharity.org](mailto:qctanzania@qcharity.org) by **30 November 2025 at 1700 HRS.**

Email subject/title must include the **Reference Code: QCO/ACC/2025/07.**

Applications without the reference code will not be considered.

Only shortlisted candidates will be contacted. Screening checks and reference verifications will be conducted.

No phone calls accepted.

Qatar Charity is an equal opportunity employer.

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## FINANCE MANAGER – QATAR CHARITY (TANZANIA)

**Position:** Finance Manager

**Reporting To:** Country Director

**Location:** Dar es Salaam, Tanzania

**Contract Duration:** One Year (renewable)

**Desired Start Date:** ASAP

**Closing Date:** 01 January 2026

**Reference Code:** QCO/FNM/2025/08

## About Qatar Charity

Qatar Charity (QC) is a humanitarian and development organization operating in more than 70 countries, with field offices in 32. QC supports emergency relief and long-term development initiatives. It works with communities and beneficiaries while upholding principles of equality, transparency, responsibility, independence, neutrality, impartiality, and accountability.

QC is a member of the United Nations Economic and Social Council (since 1997) and a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs (since 2009).

## Job Summary

The Finance Manager provides managerial leadership to QC's Finance Department in Tanzania. Working closely with the Country Director and Senior Management Team (SMT), the role oversees financial strategy, ensures strong financial controls, supports budgeting and reporting functions, and ensures compliance with QC financial guidelines, policies, and international standards.

The position requires strong financial oversight, capacity building, efficient systems implementation, and ensuring compliance with internal controls and donor requirements.

## Key Responsibilities

### Technical Responsibilities

- Develop annual budgets in consultation with the Country Director, SMT, and staff.
- Support budget holders in budget management and financial control.
- Collaborate with program and finance teams in preparing bids and costings.
- Maintain effective financial control systems and management information for programs and field offices.
- Manage cash flows and secure advantageous financial arrangements.
- Ensure full cost recovery of overhead and management costs.
- Monitor financial reserves and review related policies.
- Maintain relationships with banks and financial institutions.
- Conduct financial analysis and advise SMT on improving financial performance.
- Manage financial risk, ensure adequate insurance coverage, and support fundraising initiatives.
- Develop and maintain accurate and timely financial reporting systems.
- Manage investor and stakeholder financial communication.
- Implement fixed asset management policies, including acquisition, depreciation, and disposal.
- Perform additional tasks assigned by the Country Director or HQ officials.

### Management Responsibilities

- Lead the development and implementation of the internal audit program.

- Oversee accounts payable and receivable to ensure accuracy and timely processing.
- Manage organizational cash flow to meet operational and strategic needs.
- Maintain banking relationships and monitor financial market indicators.
- Ensure compliance with statutory requirements, including taxation laws and government financial regulations.

#### Compliance & Reporting

- Develop and implement financial policies and procedures in line with applicable laws.
- Prepare donor-compliant financial reports.
- Maintain accurate accounting records in line with GAAP/IFRS.
- Ensure tax compliance, including returns and payments.
- Ensure compliance with banking and asset management regulations.

#### Team Management & Performance

- Lead the finance team and ensure staff performance meets QC standards.
- Provide training and support on financial management and budgeting.
- Develop strategies for asset optimization, cost savings, and revenue generation.

#### Reporting Responsibilities

- Manage the entire organizational budgeting process.
- Oversee bank accounts and cash management systems.
- Maintain accurate fixed-asset records.
- Participate in producing the Annual Review and statutory accounts.

## Qualifications & Requirements

- Bachelor's degree in Accounting.
- Professional certifications (CPA, CMA, ACCA) are an added advantage.
- Prior experience working with INGOs is mandatory.
- Practical experience with ERP systems; Microsoft Dynamics 365 preferred.
- Minimum 10 years' experience in the accounting/finance field.
- Proficiency in Arabic is an added advantage.
- Must comply with national laws and professional ethics.

## Qatar Charity's Core Values & Commitments

- Uphold and abide by the QC Code of Conduct.
- Adherence to safeguarding policies, including:
  - Protection from sexual exploitation and abuse
  - Child safeguarding
  - Anti-workplace harassment
  - Fiscal integrity and anti-retaliation

- Anti-trafficking policies
- Compliance with the Tanzania Personal Data Protection Act, 2022.
- Cross-border data transfers only with strict safeguards and in approved jurisdictions.

## How to Apply

Interested and qualified candidates should send their **CV** and **motivation letter** to:

[qctanzania@qcharity.org](mailto:qctanzania@qcharity.org)

**Deadline: 30 November 2025, 1700 HRS**

Email subject must include the reference code: **QCO/FNM/2025/08**.

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