

Vacancy Announcement: Project Accountant (Full Time)

Catholic Diocese of Zanzibar – Development Department

P.O. Box 294, Zanzibar

Shangani Street, Behind Shangani Post Office

About the Organization

The **Development Department of the Catholic Diocese of Zanzibar** is a social development arm dedicated to promoting **self-empowerment among marginalized and vulnerable groups**, regardless of gender, faith, or race. The Department works to ensure that individuals and communities realize their full potential in **education, health, and socio-economic wellbeing**.

Project Background

In partnership with **MISEREOR** (the Catholic Bishops' Organization for Development Cooperation – Germany), the Department is preparing to implement a **three-year project** titled:

Communities Empowerment for Justice and Governance (CEJG) – Phase 5



Project Period: 1st September 2025 – 31st August 2028

This fifth phase builds on achievements from the previous four phases and aims to strengthen:

- Human rights protection
- Inclusive governance
- Socio-economic empowerment

The project will be implemented in **five Shehias of North B District, Zanzibar:**

- Mkataleni
- Misufini
- Majenzi
- Mahonda
- Kitope

Job Title

Project Accountant

- **Number of Positions:** 1
- **Employment Type:** Full Time
- **Contract:** One-year renewable contract (subject to satisfactory performance and availability of funds)

Key Duties and Responsibilities

The Project Accountant will be responsible for:

- Managing and overseeing all project financial transactions in compliance with donor and diocesan financial guidelines
- Preparing and monitoring project budgets, expenditure forecasts, and financial reports
- Maintaining accurate and up-to-date accounting records in line with international standards
- Supporting procurement processes and ensuring adherence to internal control systems
- Preparing bank reconciliations, payroll, and tax compliance documentation
- Facilitating internal and external audits and addressing audit queries
- Participating in project planning and contributing to financial sustainability strategies
- Ensuring timely submission of financial reports to **MISEREOR** and the Development Department Director

Minimum Qualifications and Requirements

Applicants must meet the following criteria:

- Bachelor's Degree in **Accounting, Finance**, or a related field
- **CPA, ACCA**, or equivalent professional qualification (preferred)
- Minimum of **three (3) years' relevant work experience**, preferably in donor-funded projects or NGOs
- Proficiency in accounting software (e.g. **QuickBooks, Tally**) and **MS Office applications**
- Strong analytical, organizational, and reporting skills with high attention to detail
- High level of integrity, confidentiality, and commitment to the mission and values of the Catholic Diocese

Salary

💰 **Negotiable**, based on experience and qualifications.

Application Process

Interested and qualified candidates are required to submit:

1. A **cover letter** explaining motivation and suitability for the position
2. A **detailed Curriculum Vitae (CV)** with at least **three referees** and their contact details
3. Copies of **relevant academic and professional certificates**

Submission Details

✉️ **Email:** gadzanzibar23@gmail.com

📍 **Physical submission:** Development Office, Catholic Church Compound,
St. Joseph's Cathedral (Minara Miwili), Zanzibar

Deadline for Application

29th December 2025 at 15:30 PM

Late applications will not be considered.
Only shortlisted candidates will be contacted.