



## *Promoting decent shelter for all*

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### **VACANCY**

### **ACCOUNTANT**

#### **For Tanzania Women Architects for Humanity (TAWAH)**

TAWAH is an all volunteers organization of women architects, engineers and scientist with the core mission of using sustainable building techniques to improve living conditions among marginalised groups in Tanzania. TAWAH was formed in June 2010 and registered as an NGO using the Non Governmental Organizations Act, 2002 in March 2011 with the registration number 4487. TAWAH's commitment to enhancing social justice is done through mobilising women to spearhead building adequate shelter in marginalised communities and by empowering young graduates women professionals in the construction industry to give back to their communities.

TAWAH's guiding principles for its operations include: Partnering with marginalised communities, providing a path for income generating opportunities for marginalised groups, promoting social inclusion of marginalised groups, facilitating ownership and building capacity for self help, employing sustainable, environmental friendly and cost effective design and construction techniques.

TAWAH invites applications for a part-time **Accountant position**, to start in July 2023.

The Accountant will be responsible for daily Accounting and cash management of the organisation. The main responsibilities will include: Develop proper systems for financial management, record keeping, operational and policies as needed; Maintain audit trail for all projects ie. proper book keeping and proper filling of TAWAH financial documents; Analyse projects expenses on a monthly and quarterly basis; Ensure timely preparation and submission of complete, accurate financial reports and cash requests as per donor requirements; Oversee policies and procedure of Government of Tanzania relating to statutory requirements; Support and oversee the procurement process.

#### **Qualifications**

Bachelor Degree/Advance Diploma in Accountancy or Accounts and Finance

At least five years experience

CPA (T) qualification will be added advantage

Applicants must submit a cover letter that details relevant qualifications and a current CV that includes three references to [tawah@tawahtanzania.or.tz](mailto:tawah@tawahtanzania.or.tz) by **June 15<sup>th</sup>, 2023**

Review of applications will begin immediately and continue until the position is filled.

ONLY shortlisted candidates will be contacted.

For more information on TAWAH please visit our website at: [www.tawahtanzania.or.tz](http://www.tawahtanzania.or.tz)