

Job Description

Finance & Administration Coordinator

Programme: Children in Crossfire, Tanzania **Duty Station:** Dar es Salaam, Tanzania

Reports to: Senior Finance Manager **Start Date:** April 2026

Contract Type: Fixed Term for Two (2) Years, renewable contingent on funding

Background

Children in Crossfire is a registered charity in Ireland that facilitates International Development and Global Citizenship Education activities. Our vision is a compassionate world where every child can reach his or her potential. We work in partnership with local organisations in Tanzania and Ethiopia to improve the lives of the most disadvantaged young children, focusing on Early Childhood Care and Education (ECCE). By improving childhood care, we change lives and empower young children and their communities to build a better future. In Ireland, we work to engage the public in issues of global justice and advocate for increased investment in ECCE.

Main purpose of the role

As CiC-TZ continues to expand in scale, partnerships, and donor engagement, effective financial management, accountability, and value-for-money have become central to sustaining impact. The organisation is committed to strengthening institutional systems, financial governance, and long-term organisational sustainability to support its growing programme portfolio and strategic direction.

Reporting directly to the Children in Crossfire Tanzania Senior Finance Manager (SFM), the Finance & Administration Coordinator (FAC) will work closely with the SFM to provide lead support for both the financial and office administrative needs of the country programme with particular focus to the Dar office. This role will ensure transparent and accountable finance management to the required high standards. The position is also responsible for supervising finance and administration staff, efficient support of country staff administration and wider country programme logistics and operational administration.

Major Responsibilities:

- 1) Lead responsibility for finance management support and supervision across the Children in Crossfire Tanzania country programme;
- 2) Lead responsibility for carrying out all necessary administrative duties in relation to the Children in Crossfire Tanzania Country Programme as required;

- 3) Support implementation of HR practices in Children in Crossfire Tanzania in accordance with Children in Crossfire Tanzania staff handbook and guidance from Children in Crossfire Tanzania Country Office;
- 4) Work closely with the wider Children in Crossfire team, providing support as and when required.

Specific Responsibilities:

1) Lead responsibility for finance management support and supervision across the Children in Crossfire Tanzania country programme;

- Develop, maintain and monitor systems of internal control which help safeguard all programme and projects resources in adherence with the policy, practice and procedures outlined in the Children in Crossfire Tanzania Finance Manual;
- Provide input to developing and consolidating programme and projects budgets, ensuring ongoing implementation and monitoring thereafter;
- Processing financial transactions through bank, mobile wallet account and ensuring appropriate levels of cash balances to enable programme and projects implementation;
- Ensure that programme and projects financial transactions are in line with eligibility and other conditions stipulated by the donors;
- Maintaining proper books of account for the country programme ensuring that finance transactions are properly captured, recorded and filed in a timely and efficient manner;
- Support preparation of programme and projects monthly management accounts, perform cash and bank reconciliations, and ensure that relevant ledgers are maintained in line with programme accounts;
- Develop, maintain, and enhance programme and projects finance reporting structures for internal and external requirements, ensuring timely, accurate, and relevant information;
- Responsible for managing project partners finances, building partners finance capacity where required and deemed appropriate, ensuring timely disbursement of funds, review of partner reports, and value for money principle adherence;
- Support capacity-building of programmes management to manage respective project finances and safeguard project assets to high standards of transparency and accountability;
- Ensure that Children in Crossfire Tanzania finances are managed accountably in due consideration of Government of Tanzania policy and regulation regarding taxation and other protocols;
- Build the finance capacity of non-finances project staff to manage programme and project finances and safeguard project assets to high standards of transparency and accountability;

- Provide programme and project finances and administrative support to internal and external auditing processes on the country office operations.
- Adhere to organisational policy, practice and procedures, as well as additional donor conditions for respective project finance reporting including focal responsibility for leading implementing partner.

2) Lead responsibility for carrying out all necessary administrative duties in relation to the Children in Crossfire Tanzania Country Programme as required;

- To ensure the Country Office is effectively structured and performing all administrative duties as required.
- Manage procurement including sourcing quotations and ensuring value for money.
- Provide lead administrative support in ensuring compliance with regulatory requirements by the Registrar's Office and ensure statutory compliance in terms of NGO registration and legal status, and filing of statutory reports;
- Oversee maintenance of Office asset register, risk register and general oversight of sound use and maintenance of office assets.
- Manage effective implementation of Children in Crossfire Tanzania protocol for ICT management;
- Ensure efficient and effective physical and online filing system of all office information and documentation, including proper archive, back-up, filing system, and accessibility protocol;
- Provide finance, administrative and logistical support to the programme and project staff teams during large event organization.

3) Support implementation of HR practices in Children in Crossfire Tanzania in accordance with Children in Crossfire Tanzania staff handbook and guidance from Children in Crossfire Tanzania Country Office;

- To ensure implementation of HR practices in accordance with staff handbook and guidance from the Senior Manager Finance and Director of Performance and Operations.
- To prepare the payroll, including ensuring statutory compliance with regards to deductions and timely payments of levies, taxes and social security contributions.
- To ensure statutory compliance in terms of immigration procedures.
- Oversee staff personnel files maintenance including advising Senior Finance Manager and Director of Performance and Operations on any contractual issues.
- Support the coordination and effective implementation of staff performance management systems.

4) Work closely with the wider Children in Crossfire team providing support as and when required:

- Primary responsibility to cover in absence of the Children in Crossfire Tanzania Senior Finance Manager, overseeing the overall country programme finance and admin remit;
- Report to the Children in Crossfire Tanzania Senior Finance Manager on a monthly basis or as and when required and more specifically in relation to strategic performance objectives that are developed and signed off on annual basis;
- The role will include supporting aspects of the childcare as a business strategy for the Dar Urban ECCE Programme including business development support for daycare centres.
- Be a strong team player for Children in Crossfire both internally and externally by motivating others to become actively involved to support the organisation;
- Attend and participate fully in organisational team meetings as and when required;
- Be flexible in terms of working hours, as the role may include working at weekends and in the evenings;
- Adhere to all organisational policies, practices and procedures and implement accordingly;
- Undertake any other duties to support the operations of the organisation as and when required.

Safeguarding Risk

This role is considered to present a **low rating of safeguarding risk**. The role will be primarily office-based, with limited fieldwork in schools and communities or direct interaction with children and vulnerable adults.

Person Profile

- Bachelor's degree in Accounting (preferred) / Finance / Business Administration / Commerce or related field.
- MBA with specialization in Accounting and Finance
- Professional certification (advanced level or full strongly preferred)
- At least 3-5 years' experience in leading or supporting the management of financial operations, administrative processes, and organizational support functions in INGOs.
- Experience in managing multiple donor programme grants, donor conditions and accountabilities, compliance, audits and managing sub-grantee partners
- Skilled in budgeting for multi-year projects, financial reporting, payroll management, accounts reconciliation

- Demonstrable understanding and experience of finance management in the context of development projects, including implementing financial control systems and coordinating procurement processes
- Experience of providing administrative and logistical support across development projects
- Experience of supporting Human Resource policies and procedures
- Leadership and team coordination and ability to train and mentor finance and admin staff
- Proven skills in MS Office and finance-specific software; proficiency in QuickBooks Online is an added advantage
- Strong analytical and problem-solving skills; Excellent communication and report writing
- Good organizational skills and attention to detail
- Understanding of key principles of safeguarding and child protection
- Ability to work to deadlines, prioritise and take initiative
- Committed to the aims and values of Children in Crossfire, and work as part of the team
- Strong ethics and confidentiality
- Carry out your work with integrity.