

Finance Manager

Neema Crafts, a project of the Diocese of Ruaha, is a social enterprise which employs over 100 people with disabilities in a number of different craft workshops, a cafe and shop. Through employment, training and empowerment, we aim to show our staff and the community the incredible God-given value and worth of people with disabilities.

We are looking for a proactive, problem solver to join our team as a manager, with a core focus on:

- Accounting and Financial Management
- Financial Mentoring

Beyond this, there is opportunity to manage and direct a variety of different projects based on your skills, passions and the needs of the organisation.

Members of our team need to take initiative as they work independently, as well as integrating and communicating well with our high performing team. We are looking for someone who consistently produces high quality work, with a high attention to detail, as well as someone who deeply believes in and values our mission to support people with disabilities.

Values we look for in our employees:

- Honesty
- Hard working
- Positive attitude
- Proactive in asking for help
- High quality work
- Able to meet deadlines
- Punctual

Accounting & Financial Management

The Financial Manager will be responsible for overseeing all financial activities of the Neema Crafts centre.

The main objectives of the role are as follows:

- To ensure that the accounts of Neema Crafts are accurate, up to date and compliant with all Tanzanian laws and regulations.
- To create and implement new systems and procedures to improve Neema Crafts' financial management

Tasks

- **Accounting:**
 - Reconciling accounts
 - Ensuring all invoices are paid on time
 - Ensuring all payments are made on time
 - Producing financial reports for internal and external use
 - Ensuring all financial documentation is accurate and up to date
 - Overseeing the issuing of staff loans
- **Improving and developing financial systems and standard operating procedures:**
 - To improve the efficiency of financial systems
 - To assist in the digitalisation of financial systems
 - To work alongside the Directors to find a new system for international banking and money transfers
- **Managing and overseeing the work of the finance office:**
 - Managing the work of the cashier
 - Managing the work of the financial assistant
 - Equipping and training the finance office team to help them reach their full potential
 - Ensuring all financial procedures are followed to a high level of detail and accuracy
 - Ensuring all financial paperwork is filed and stored correctly and securely
 - Communicating with banking partners
 - Communicating and working alongside the accountant of the Diocese
- **Regularly updating and communicating with the Directors:**
 - Sharing accounting and financial updates and problems
 - Updating the Directors on the progress of new systems
 - Strategic financial planning alongside the Directors
- **Financial management:**
 - Assisting the Directors in creating an annual budget
 - Working alongside the Directors to reduce waste expenditure
 - Assisting the Directors in the strategic planning of reinvestment of revenue generated through product sales

Financial Mentoring

At Neema Crafts, we strive to help our staff live abundant and full lives (John 10:10). Equipping and empowering our staff to have financial literacy and freedom, that is rooted in Biblical truth, is of great importance. Therefore, a significant part of the Financial Manager's role will be to provide financial mentoring and training to our staff.

- **Providing financial advice and mentoring to staff members:**
 - Assisting staff with financial questions about their salaries, budgets and investments
 - Providing comprehensive mentorship, support and advice for staff loan management
- **Financial Training:**
 - Identifying key areas for financial training for staff
 - Developing and leading engaging and comprehensive training for staff on financial budgeting and planned expenditure and other areas

Required Skills

- Honesty
- High financial literacy and numeracy
- Problem solving and project management skills including organisation
- Initiative and ability to self manage
- High proficiency in Quickbooks or other accounting software
- High proficiency in Microsoft Excel and Google Sheets
- Very good attention to detail
- Communication skills - ability to communicate with a large number of different people with different needs and abilities
- High level of spoken and written English and Kiswahili
- Tanzanian Sign Language to communicate with our large number of deaf staff - training will be provided on the job if needed

Required Qualifications & Experience

- Bachelors or Masters degree in a financial field
- Relevant experience in an accounting role
- Relevant experience in project coordination
- Candidates must meet the requirements of the safeguarding policy of Neema Crafts
- References required