

Job Advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established in 2005, and our efforts work towards creating an environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Senior Accounts Officer (1 position)

Reports to: Finance Manager

Location: Dar es Salaam, Tanzania

Contract Duration: 3 Months (October-December 2026)

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ) and the direct supervision of the Finance Manager, the Senior Accounts Officer will manage day-to-day accounting and financial operations to ensure timely, accurate, and quality financial services. The position will ensure effective internal controls, proper financial documentation, compliance with GNTZ and Good Neighbors policies, applicable laws, contractual requirements, and relevant standards. The Senior Accounts Officer will support budget management, expenditure monitoring, financial reporting, forecasting, and financial systems management, while identifying opportunities to improve efficiency and strengthen financial processes.

Duties and Responsibilities

Budget Management.

- Ensure updated budget management tool for assigned offices and projects
- Review and verify budget request Form as per approved Activity plan, working budget plan and GNTZ Accounting policy and procedure Manual
- Compile and review of plan of action and engage in proposal writing (financial part) for assigned offices and projects

Cash flow Management.

- Prepare Bank Payment Voucher for all approved BRQ for assigned offices and projects
- Prepare Transfer letter and Bank Income Voucher for assigned offices and projects

Financial Record keeping.

- Record in QuickBooks system all financial transactions on a daily basis for ensuring completeness and accuracy.
- Maintain accurate and up-to-date financial records in the soft and hardcopy files and other accounting documents.

Accounts Reconciliation.

- Perform monthly reconciliation of bank accounts for assigned offices and projects, submission of bank reconciliation report with bank stamped bank statement.
- Perform monthly reconciliation of payables and receivable and submission of aging analysis Report of assigned offices and projects.
- Perform monthly payroll reconciliation Vs Approved payroll report from HR department and submission of Payroll reconciliation report

Financial and other Reporting

- Prepare Income and Expenditure report for assigned offices and projects.
- Prepare Budget Execution status with all Annexes for assigned offices and projects
- Prepare Quarterly and Annual Report to respective authority.

Compliance and Risk Management.

- Ensure compliance with financial regulations, accounting standards, and internal policies.
- Ensure compliance with tax regulations by preparing and filing accurate and timely tax returns (Withholding tax)
- Implement and monitor internal controls to safeguard the organization's assets with proper review of Bid Tabulation, Final spending summary in accordance with GNTZ accounting policy and procedure Manual
- Identify and mitigate financial risks, working to minimize potential liabilities towards organization
- Stay informed about changes in tax laws and advise the organization on tax-related matters.

Audit and Compliance

- Coordinate and facilitate external audits and ensure compliance with relevant laws and regulations.
- Implement and maintain internal controls to safeguard the organization's assets and ensure financial integrity.

Communication and Collaboration

- Collaborate with other departments, such as finance, operations, and management, to gather financial information and provide support.
- Interact with internal and external stakeholders, addressing financial inquiries and providing information.

Performance and development

- Required to achieve 80% of individual and department annual targets.
- Required to attend at least 3 courses as provided by GN academy including any other courses provided by GNTZ or by any other training institution, aiming to develop knowledge and capacity in own work.

Qualification, Experiences and Competencies

- Bachelor degree in Accounting, Finance, Business Administration or related field.
- At least 5 years' work experience in accounting, finance, administration or related field. (INGOs is an added advantage)
- Fluency in both English and Swahili with good written and verbal communication skills
- Excellent proficiency in Microsoft Excel, MS word and PowerPoint.
- Experience using computerized accounting systems such as Quick Books. Experience working with accounting systems in a non-profit organization will be an added advantage.
- Strong problem solving, analytical and critical skills with good attention to detail.
- Good interpersonal and communication skills with the ability to work effectively in an international and multicultural environment.

Other Competencies/Attributes:

- Ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions
- Sincerity, patience, tact and the ability to earn the trust of others
- Self motivational, multi task, adaptability and organizational skills
- Sincerity, patience, tact and the ability to earn the trust of others
- Good motivational organizational skills
- Beneficiaries Focused

Application Instructions:

- All interested candidates who meet the above requirements, please [Click here](#) to apply for the position on or before 18th September 2026. Only shortlisted candidates will be contacted.
- When applying, please attach a detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees.
- Applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and

email addresses.

- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview; there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility, and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.
- **Personal Data Protection:** By submitting an application, the applicant acknowledges and agrees that Good Neighbors Tanzania may collect, process and retain their personal information for recruitment and selection purposes in accordance with applicable data protection laws and GNTZ policies.
- Applicants may scan below QR CODE to apply for this position

