

VACANCY ANNOUNCEMENT

Job Summary

Position: Accounts Officer (1 Post)
Reports To: Financial Analyst & ERP and Budget Officer
Work Station: Dar es Salaam
Apply By: 16 August 2025

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute (IHI) seeks an **Accounts Officer** who is required to keep precise records of incoming and outgoing payments and be able to verify accounts payable and receivable of the Institute. The Officer will be a custodian of all fixed assets; will control and monitor the accounting systems; will also manage the budget of all units and ensure all expenditures are aligned with the approved budget.

Duties and Responsibilities

- Assist in the preparation and analysis of quarterly and annual financial statements reports.
- Provide required support in budgeting, forecasting, and financial planning processes.
- Manage, maintain, and troubleshoot the financial modules of the ERP system.
- Assist with ERP upgrades, testing, and implementation of new features.
- Work with IT and Finance teams to improve system performance and reporting capabilities.
- Extract and analyze large datasets to support financial and operational decisions.
- Ensure compliance with internal financial policies and procedures.
- Support internal and external audits by preparing required documentation and system reports.
- Collaborate with other departments (e.g., SCM, ICT, HR, Projects) to align ERP financial functions and budgetary needs.
- Assist in the provision of training and support to ERP end-users in the finance function.
- Recommend improvements to enhance efficiency, accuracy, and transparency of financial operations.
- Review and verify asset purchase documentation (e.g., invoices, delivery notes, GRN, Order)
- Coordinate with supply chain management to ensure assets are properly recorded upon acquisition.
- Ensure correct categorization and tagging of assets after acquisition.
- Record all newly acquired assets in the ERP system or fixed asset register.
- Maintain an up-to-date and accurate asset register in the ERP system.
- Conduct periodic physical verification (inventory counts) of fixed assets.
- Reconcile physical assets with system records and resolve discrepancies.
- Set up and monitor depreciation rules and schedules in the ERP system.
- Ensure consistency in depreciation methods and useful life of assets.

Ifakara Branch

Off Mlabani Passage
 P.O. Box 53 Ifakara
 Phone: +255232931572

Dar es Salaam Office

Plot 463 Mikocheni
 P.O. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch

Kingani Area
 P.O. Box 74 Bagamoyo
 Phone: +255232440065

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- Remove disposed assets from the ERP system and calculate any gain/loss on disposal.
- Ensure compliance with internal policies, donor requirements (if applicable), and accounting standards.
- Assist in developing and managing budgets, forecast future revenues and expenses, and assist in strategic planning. This includes uploading of the approved budget in the system (ERP), day-to-day monitoring and control.
- Assist in the preparation of management reports, and variance analysis.
- Perform any other duties assigned by the line manager or management, in line with the role and organizational needs.

Qualification and Experience

- Bachelor's degree or Advanced Diploma in Accountancy or Finance.
- At least 1 year working under the NGO setting; processing and managing payments, staff advances and suppliers' payments.
- Strong Bookkeeping Skills.
- Experience in accounting system(s)

Skills and Competencies

- At least 1 year working under the NGO setting; processing and managing payments, staff advances and suppliers' payments.
- Ability to analyze financial data and problem-solving skills i.e. identification of trends, variances, and opportunities for improvement.
- Accuracy and precision in handling financial data.
- Understanding of cost accounting principles and techniques.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **16:30 hrs on Saturday, 16 August 2025**. All e-mail application subject lines should include: **ACCOUNTS OFFICER. Only shortlisted applicants will be contacted for interview.**

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Senior Human Resources and Administration Manager
IFAKARA HEALTH INSTITUTE
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Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz



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