



## Career with BRAC International

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organization of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first program outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**BRAC Maendeleo Tanzania** is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood.

### About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

## **Branch Accounts and Operations Officer – 57 Positions**

BRAC Maendeleo Tanzania is seeking a dedicated and detail-oriented professional to join our team as a Branch Accounts and Operations Officer. Reporting to the Regional Accounts Manager, this role is responsible for managing branch-level accounts and finance, procurement, coordination, partnerships, and administrative functions, while ensuring smooth and effective programme implementation. The Officer will serve as the custodian of branch financial and accounting processes, ensuring compliance with BRAC policies, donor requirements, and regulatory standards. Working closely with the Branch Manager, the role includes day-to-day financial management, financial monitoring, stakeholder coordination, and supporting the timely and high-quality delivery of programme activities. The Officer will also manage financial reporting, banking processes, cash requisitions, and the preparation of MIS, internal, and donor reports, while providing operational and technical support across all branch activities. The ideal candidate will demonstrate high integrity, strong organizational and analytical skills, and the ability to work effectively with diverse internal and external stakeholders.

### **Key Responsibilities:**

#### **Finance and Accounts:**

- Receive all collected cash by registering in the daily cash register and filling in all the vouchers and bills with approval, and preserve them accordingly.
- Coordinate daily with the Branch Manager and Program Assistants to assess the expected collection amount and plan for proper banking.
- Share the collection sheets with the relevant Program Assistants based on the collection schedule (using VSLA platform) printed collection sheets.
- Synchronize collections made by Program Assistants with the accounting system, ensuring accuracy of both the collections and corresponding accounting records.
- Submit the cash requisition, duly approved and signed by the Branch Manager, to the Regional Accounts Officer in accordance with the approved activity plan
- At the end of each business day and month-end, perform required cash reconciliation and check the collection ledger and DCR.
- Ensure cash transfer under the Education Pathway.
- Track and maintain sufficient cash flow for smooth day-to-day project activities based on the country policy.
- Record all branch-level expenses and financial transactions in the accounting system promptly to ensure accurate and timely month-end closing.
- Serve as custodian of all financial and procurement documents, records, and information at the branch level, ensuring they are well-organized for research, monitoring, supervision, and audit purposes.

#### **Branch Operations Support:**

- Occasionally visit AIM clubs, attend YDC meetings, VSLA meetings, and follow up on ongoing different field-level trainings. Livelihood & education participants etc.
- Support in the mentors' recruitment process
- Support in club space identification and completion of the agreement, club operations, participants' invitation according to the programme operations manual.
- Support in service provider mapping and establishment of working relationships.
- Support in identification of school(s) to provide education support as per the programme design.
- Help to ensure timely disbursement of livelihood and education pathways support to the participants.

- Lead approved branch-level procurement activities in line with the procurement guidelines.
- Custody of all branch-level electronic devices and furniture and maintain stock register
- Act as the technical focal point at the branch level to ensure the use of Binsight and other digital tools.

#### **Technical and Implementation Support:**

- Help AIM Branch Manager to provide supervisory support to all AIM related program activities at the branch level, ensuring activity planning, roll-out, implementation, and tracking, in accordance with the operations manual; ensure achievement of programmatic targets as per AOP.
- Help Branch Manager in team-set up, staff onboarding, training and activity planning of AIM- Program Assistants
- Ensure the use of the Binsight app from the household (HH) survey to all other related activities.
- Provide technical guidance and direction to Program Assistants to match participants to livelihood and Education pathways
- Help to ensure timely preparation and submission of MIS, financial and donor reports
- Help in the establishment of market development and value-chain activities

#### **Supervisory, and Coordination Support:**

- Lead all branch-level activities and serve as the branch's second-main focal point for internal and external stakeholders
- Supervise branch administrative staff (where applicable) e.g. office assistant, providing guidance, training, and performance feedback.
- Co-facilitate monthly branch coordination meetings to ensure communication, planning and internal alignment
- Help in monitoring/research and survey (including HH survey) related activities at the branch level
- Help/lead in AIM community dialogue(s), workshops, meetings

#### **General Administration Support**

- Support the efficient functioning of the Branch office, ensuring a conducive and safe working environment.
- Coordinate the provision of office supplies and consumables, ensuring adequate stock levels and timely replenishment in the Branch office.
- Implement and maintain effective record-keeping systems for administrative documents and data.
- Serve as the primary point of contact for all safety and security matters within the Branch.
- Coordinate incident reporting, ensuring timely and thorough documentation of incidents and corrective actions.

#### **Safeguarding Responsibilities:**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same

## **Educational & Experience Requirements:**

- Bachelor's degree (preferred) or Diploma in Finance/Accounts/Business Administration/Commerce and /or other relevant fields.
- At least 2 years' experience in national/international development sector, including experience with managing finance and accounts for development programs including microfinance, livelihood, education, agricultural and food security, and/or girl's and women's empowerment programs

## **Required Knowledge, Skills & Competencies:**

- Experience in project management and coordination, including supervision and monitoring, administration, finance, and logistics
- Strong Microsoft Office skills
- Strong sense of teamwork and collaboration, and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC.

**Employment Type:** Full Time

**Salary:** Negotiable

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**Job Location:** Dar es Salaam (8), Dodoma (3), Tabora (8), Mbeya (8),Tanga (9),Mwanza (9),Morogoro (6) and Iringa(6)

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***Interested candidates are requested to email their CV along with a letter of interest, specifying their years of experience, current salary, and expected salary, to:***  
***[bimcf.tanzania@brac.or.tz](mailto:bimcf.tanzania@brac.or.tz)***

***Please mention the name of the position in the subject bar.***

***Only complete applications will be accepted and short-listed candidates will be contacted.***

***Application deadline: 14 December 2024***

*BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.*

*BRAC is an equal opportunities employer*