

NAFASI za Kazi Frankfurt Zoological Society Tanzania

June 2025

Project Accountant

Frankfurt Zoological Society (FZS)

Arusha

Frankfurt Zoological Society is an international conservation organization founded in 1858 with headquarters in Frankfurt am Main, Germany.

JOB DESCRIPTION

Frankfurt Zoological Society (FZS) conserves wildlife and ecosystems, focusing on protected areas and outstanding wild places. FZS maintains long-term conservation programmes in Africa, South America, Asia and Europe.

With funds for biodiversity conservation from the development banking sector, we have identified the position that needs to support our projects in Serengeti, Nyerere National Parks, Selous Game Reserve, and the Tanzania Country Office (TCO) to meet donor requirements. We seek an experienced project accountant to provide backstopping to project teams to ensure that procurement of goods/services, project reports, and documentation adhere to the financial policies laid out by donor requirements.

Position title: **Project Accountant**

Reports to: Project Coordinator.

Start date: Immediately

Position in the organization: The Project Accountant will report directly to the Project Coordinator administratively and technically to the head of Finance. The Project Accountant will work closely with the Procurement Officer, together with Program Managers and site accountants, to ensure the timely delivery of ERB project activities.

Key functions:

Full implementation of the FZS Accounting Policy & Procedures, preparation of accounts for sound and accurate management, reporting, and auditing;
Work very closely with our partners to ensure compliance and delivery of desired outputs;
Ensure that effective financial management systems are in place, sound control and filling; Ensure strict adherence to the approved budgets;
Support the Head of Finance in the preparation of financial reports to donors and auditors;

Ensure: Financial reports are timely prepared to inform management; donor reports are prepared on time, and cash flow is available for project expenses and activities.

Help project staff in linking the Grant Budget to the Grant Work-plans, so that the activities to be undertaken in the projects match with approved budgets.

Provide regular and timely summaries of fund status to the project Coordinator and Program Managers.

Support for procurement procedures; work closely with the Procurement Officer to ensure proper approval, filling, and documentation as per FZS/donor guidelines.

Prepare financial statements as required by donors, and prepare quarterly and annual financial statements as per the project agreement.

Establish and carry out procedures to monitor and regulate own tasks, activities, and responsibilities;

Provide accounting guidance and support to partners; i.e., ensuring Imprest taken by partners are monitored for retirement on time manner

Together with the Procurement Officer and Storekeepers, put efficient systems in place to properly monitor and secure the assets of the Project;

Daily recording of cash, bank payment, imprest, and expenses to the system; and

Undertake other activities assigned by the Programme manager or Head of Finance, even if outside the normal duties as per this job description.

Qualifications

Holder of a Bachelor of Commerce and Accounting or Finance, Business Management/ Administration or related degree, Certified Public Accountant (CPA T) with a Minimum of 5 years' relevant experience

Offer

A 1-year full-time contract based at TCO Arusha with occasional travel to FZS project sites. Candidates should be considering a longer-term commitment.

Application

Your application should contain a cover letter, your chronological CV as well as qualifying certificates. Your cover letter should answer the following questions:

Why would you like to work for the advertised position?

What qualifications and personal qualities make you a good candidate?

Please send your electronic application documents (as one single pdf) and indicate your salary expectations and the earliest possible starting date to: jobs.tanzania@fzs.org

APPLICATION DEADLINE: 20th June 2025 at 17.00

Key competencies:

Competent in the following areas and exhibit these whilst carrying out daily duties:

Integrity: Maintain high ethical standards, both personally and professionally, and show integrity and fairness in dealing with others;

Initiative: Be proactive and identify tasks that are required.

Planning and working patterns: Structure one's work in an orderly and transparent manner, carrying it out with an eye for detail and accuracy. Effectively set goals and priorities, and endeavour to always achieve a high standard of workmanship.

Teamwork: Co-operate and work well with others in the pursuit of team goals: share information and support others. Contribute effectively towards the organisation's goals and towards solving problems/conflicts;

Flexibility: Adaptable, receptive to new ideas, willing and able to adjust to changing demands and circumstances;

Problem analysis: Point out problems, recognise important information, trace causes of problems.

FZS is an equal opportunity employer. We celebrate diversity and are committed to creating a favorable work environment for all employees.

Frankfurt Zoological Society (FZS) Job Vacancy, Project Accountant

BONYEZA HAPA KUTUMA MAOMBI