

Terms of Reference (ToR)

Position: Project Accountant

Location: Arusha, Tanzania

Organization: TAHA (Tanzania Horticultural Association)

Application Deadline: 13th June 2025

1.0 INTRODUCTION

TAHA is an apex private sector member-based organization mandated to develop and promote horticulture (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania. TAHA's goal is to improve the growth and competitiveness of horticultural industry in the country for social and economic gains. TAHA is a unified voicing platform for Tanzania horticulture, representing farmers at all levels, processors, exporters and service providers in the horticultural industry in Tanzania.

2.0 POSITION OVERVIEW

TAHA is seeking a dynamic, results-oriented Project Accountant to join our team. The Project Accountant is responsible for ensuring effective financial management of TAHA in compliance with organizational policies, donor requirements, and national laws. The role supports budgeting, accounting, financial reporting, and auditing functions to ensure transparency, accountability, and value for money in project implementation.

3.0 KEY RESPONSIBILITIES

a. Financial Management and Accounting

- Maintain accurate and up-to-date financial records of all project-related transactions.
- Process and post payments, receipts, and journal entries into the accounting system.
- Reconcile project bank accounts monthly and resolve any discrepancies promptly.
- Monitor project expenditures to ensure alignment with approved budgets.
- Maintain a fixed asset register and ensure proper tracking and management of project assets.

b. Budgeting and Forecasting

- Assist in the preparation of project budgets and budget revisions in accordance with donor guidelines.
- Monitor actual expenditures against budgets and promptly report variances.
- Support the development of monthly, quarterly, and annual financial forecasts.

c. Financial Reporting

- Prepare timely and accurate financial reports for management and donors.
- Ensure financial reports meet donor-specific compliance and reporting standards.
- Assist in preparing fund requests and contribute to the development of organizational financial statements.

d. Compliance and Internal Controls

- Ensure adherence to internal financial policies, donor financial regulations, and local statutory requirements (e.g., TRA, NSSF).
- Support internal and external audit processes by providing relevant documentation and responses.
- Monitor and strengthen financial risk mitigation and internal control mechanisms.

e. Capacity Building and Support

- Provide training and guidance to TAHA staff on budgeting, compliance, and financial procedures.
- Collaborate with program, operations, procurement and logistics, and Human Resource department teams to ensure operational financial integrity.

OUR VISION: An economically vibrant, prosperous, and sustainable horticulture Industry

OUR MISSION: Driving inclusive, transformative, competitive and sustainable horticulture growth in Tanzania

4.0 QUALIFICATIONS

4.1 Education

- Bachelor's degree in accounting, Finance, or a related field; CPA/ACCA certification is an added advantage.
- Minimum of 2-3 years of relevant experience, preferably with donor-funded projects (e.g., USAID, EU, UKAID, SIDA, UN agencies etc.).

4.2 Experience

- Strong knowledge of donor financial regulations, budgeting, and reporting standards.
- Proficiency in accounting software (e.g., MS Dynamics, QuickBooks, or any ERP system) and advanced Excel skills.
- Good understanding of procurement and grant management procedures.

4.3 Competencies

- High level of accuracy and attention to detail.
- Strong interpersonal, communication and problem-solving abilities.
- Excellent time management and ability to meet tight deadlines.
- Demonstrated integrity and discretion in handling confidential information.
- Strong analytical and technical skills.

4.4 Why Join TAHA?

- Join a passionate team committed to innovation, collaboration and impact.

5.0 Application Process

Interested candidates should submit a cover letter and detailed CV to recruitment@taha.or.tz by **13th June 2025** with the subject line: "Application for Project Accountant". Only shortlisted candidates will be contacted.

TAHA is an equal opportunity employer and encourages applications from individuals of all backgrounds.

Join us at TAHA and contribute to the growth and development of the horticulture industry in Tanzania.