

## BENJAMIN WILLIAM MKAPA FOUNDATION



### **EMPLOYMENT OPPORTUNITY**

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to contribute towards the attainment of better health outcomes through innovative health and related system solutions. BMF's Vision and Mission can be achieved through an empowered workforce, which is self-motivated, committed to growth and integrity, and the one who seeks excellence in execution. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the below vacancy

**Position Title:** Director of Finance and Grants

**Reports to:** Chief Executive Officer

**Department:** Finance and Grants

**Duty Station:** Head Office -Dar es Salaam

#### **Overall, Purpose of the Job:**

To provide overall leadership in Institutional planning, budgeting and financial reporting as well as effective financial resources management including grants and investments in order to achieve the Foundation's objectives. He/she shall provide technical guidance on all matters related to taxation laws and BMF signed agreements with financiers and subgrantees

#### **Key Roles and Responsibilities**

1. **Short- and Long-term Strategic plans and Business Growth.**
  - Provide technical financial guidance in the development and reviews of BMF strategic business plan.
  - Develop comprehensive budget consistent with the Foundations' strategic goals and funding projections.
  - Identify opportunities and solutions for managing short-term and long-term investments to maximize capital earning potential as well prepares periodic investment report for SMT and Board.
  - Leads in designing new business development proposals/, concepts within the dept of finance in order to diversify funding envelope of BMF
  - As the signed Partnership framework between BMF and Imara Horizon Company (IHC), coordinate and lead the financial related matters mandated to BMF in relation to the IHC.
  - Provides overall financial related guidance during the BMF Proposal Development exercise, including reviewing the proposed budgets.
2. **Annual operational plan & Budgeting**
  - Coordinate the preparation of annual Institutional operational plans and budget, including issuing guidelines, templates and orienting team
  - Undertakes Quality check and work with other
  - departments/units in reviewing departmental/units' budget as well as project-specific budgets.
  - Consolidates Institutional budget and prepare related Board paper for presentation to the Management team and Board of Trustees.
3. **Financial policies and procedures**
  - Develop/review and ensure adherence to policies, guidelines, procedures and systems to safeguard the financial resources of the Foundation.
  - Issues financial guidelines/circulars to mitigate risks of financial loss.
  - Reviews and updates of financial related policies to meet changing internal and external needs.
4. **Budget implementation and monitoring**
  - Review and recommend the accounting officer's approval of budgets and expenditures before entering the accounting systems.
  - Oversee adherence of BMF financial regulations and all related Institutional and Project budgets.
  - Provide directives, track, and monitor financial expenditures, and ensure that financial spending is in line with the approved Foundation's budget and related signed grants with financiers.
  - Provides guidance and ensures compliance with effective management of imprest and advances as per set Institutional guidelines
  - Prepares annual and/or quarterly budget reviews, including budget reallocation and/or supplementary and submit for SMT reviews and Board of Trustees Approval.

## 5. Financial reporting

- Ensure timely and efficient periodic reporting on Foundation spending and income,
- Ensure review of all Foundations financial report prior to endorsement by the Accounting Officer and release to financing partner.
- Prepares Quarterly and Annual financial reports and submits to SMT and Board of Trustees.
- Oversee the preparation and operationalization of the Annual financial closure plan and lead the process from preparations to approval stage of all audited financial statements as required by the Institution and the financiers.

## 6. Financial Accounting Systems and Control

- Develop/Review strategies for managing and improving the overall financial systems of the Foundation particularly the electronic integrated financial management system (ERP).
- Oversee financial and accounting systems controls and standards for prompt and efficient financial practice and reporting.
- Review and maintain a strong system of internal controls to ensure the accurate reporting of transactions as well as the safeguarding of Foundation's assets.
- Oversee and advise the Management on all requirements related to audits, taxation and other legal frameworks on financial and compliance matters.

## 7. Grants, Contracts and Compliance

- Guides and oversees disbursement of grants and report on the same, as per signed grants agreement between the Mkapa Foundation and financiers or sub-recipients.
- Guide and advise the Management on all issues related to the Project related contracts or cooperative agreements entered by BMF
- In consultation with SMT addresses audit requirements, donor needs and other legal requirements along with compliance monitoring.
- -Facilitate and ensure effective management of bulk payrolls carried out by finance dept in consultation with programs dept and corporate support unit, including ensuring timely payment of salaries and statutory benefits.

## 8. Subordinate Effectiveness

- Supervise and evaluate performance of direct reports within the department and ensure professionalism and appropriate finance and grants Management.
- Develops subordinates through coaching and other means to sharpen the skills of direct reports and Motivates the Finance and Grants team to increase productivity.

### **Qualifications and Experience:**

- Master's degree in accounting, Business Administration or equivalent
- Certified Public Accountant – CPA (T) or equivalent qualification
- More than 10 years' working experience with Leadership experience and skills.
- Experienced working with a Non- Government, Government or Private sector entity with multiple financiers will be an added advantage.
- Strong command of MS Office software (Word, Excel, PowerPoint).
- Experience with computerized accounting software such as SAGE 300 ERP, EPICOR or any other program.
- Analytical judgement, excellent inter-personal skills, and ability to work under pressure – independently, as well as being part of a team.
- -Fluent in English (writing, editing, reporting, and speaking).

### **MODE OF APPLICATION:**

For all interested candidates, please fill out the application form using the link below:

[Application Form - Director of Finance and Grants](#)

Kindly attach the required documents as stated in the application form. The deadline for application is **Tuesday 1<sup>st</sup> April 2025**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible. In the event of any abuse, you may report by submitting you complains via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:  
CHIEF EXECUTIVE OFFICER,  
BENJAMIN WILLIAM MKAPA FOUNDATION  
26<sup>th</sup> March 2025**