



Job Opportunity

Finance & Operations Associate, Arusha, Tanzania

Consultant Position: Finance & Operations Associate, Tanzania

Schedule: Full-time Contract

Location: Open to Tanzanian nationals only. Based in **Arusha**, Tanzania with occasional travel within Tanzania to meet the needs of the position or attend program activities and workshops as needed.

Reports to: Finance & Grants Manager, Africa

Term: 12-month consulting engagement with a full-time scope of work, requiring an average time commitment equivalent to approximately 40 hours per week during the contract term. Possibility of extension based on job performance and availability of funding.

Monthly Salary: \$1500 per month

Type: This position is a project-based contract position

About TeachUNITED

TeachUNITED supports teachers to prepare the next generation of students with the skills to graduate, earn more income, and disrupt cycles of poverty. We deliver a training program designed by teachers, for teachers, to strengthen student outcomes in rural and under-resourced schools. Built as a sustainable, scalable model, our program equips experienced educators with the skills to become in-house coaches, multiplying impact across entire school systems.

Position Overview

The Finance Associate will support TeachUNITED's finance, grants, and operational functions across Africa programs, with a primary focus on Tanzania operations. This role will support financial tracking, reconciliations, donor compliance, procurement documentation, disbursement tracking, and day-to-day finance administration.

The ideal candidate will be highly organized, detail-oriented, and comfortable managing multiple priorities while maintaining accurate and audit-ready financial records in a fast-paced and collaborative environment.

Roles and Responsibilities

Finance Operations & Accounting (50%)

Financial Processing & Reconciliations

- Support day-to-day finance operations, including payment processing, expense verification, and transaction recording.
- Assist with bank reconciliations, cash reconciliations, and tracking of account balances.

- Maintain accurate finance records and support bookkeeping processes in QuickBooks Online and Excel-based trackers.
- Support month-end and quarter-end finance closing processes.
- Assist in tracking staff advances, expense retirements, and outstanding balances.

Financial Documentation & Controls

- Organize and maintain finance documentation, including invoices, receipts, approvals, bank confirmations, contracts, and payment support documents.
- Ensure finance records are complete, properly filed, and audit-ready.
- Support implementation and adherence to internal finance controls and procedures.

Grants & Budget Support (30%)

Grant Compliance & Reporting Support

- Support monitoring of grant expenditures against approved budgets.
- Assist in preparation of donor financial reports, budget tracking, reconciliations, and supporting schedules.
- Maintain organized grant files and donor documentation.
- Support review of expense coding and budget allocations to ensure donor compliance.

Budget Tracking & Analysis

- Assist with preparation and updating of finance trackers and budget monitoring tools.
- Support variance analysis and preparation of financial summaries for management review.
- Flag potential budget overruns, missing documentation, or coding inconsistencies.

Procurement & Administrative Support (20%)

Procurement & Vendor Coordination

- Support procurement processes, including quotations, invoice reviews, supplier reconciliations, and payment follow-up.
- Coordinate with vendors, consultants, hotels, and service providers on finance and documentation requirements.
- Support travel advance processing and retirement documentation for workshops and program activities.

Operational & Team Support

- Support coordination between finance, operations, and program teams across multiple locations.
 - Provide flexible administrative and operational support aligned with TeachUNITED's evolving needs.
 - Perform other duties as assigned in support of TeachUNITED's mission and programs.
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Candidate Profile

Required Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Minimum 5 years' experience in finance, accounting, grants, or operations support roles.
- Experience supporting donor-funded programs or NGOs is highly desirable.
- Strong proficiency in Microsoft Excel, Google Workspace, and financial tracking tools.
- Familiarity with accounting systems such as QuickBooks or similar platforms is an advantage.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines with minimal supervision.

Preferred Attributes

- High level of integrity and professionalism.
- Strong analytical and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial information.
- Excellent interpersonal and intercultural communication skills.
- Passion and positive energy to be part of a non-profit team and willingness to support evolving program needs.

How to Apply

If interested, please submit the following to **Jobs@TeachUNITED.org**

- A cover letter clearly indicating the position title applied for and describing your relevant experience and suitability for the role.
 - An updated Resume/Curriculum Vitae (CV)
 - Contact information for three professional references.
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