

## Job Title: Finance Coordinator – EQIE 2.0 Project

**Location:** Mara, Tanzania (Only candidates who are eligible to work legally without work visa sponsorship in Tanzania will be considered.)

**Contract Type:** Full-time (40 hours per week) **12- months** fixed term contract

**Target Hiring Salary:** TZS.2,613,173/-per month (before taxes)

**Target Start Date:** 1<sup>st</sup> April 2026

**Application Closing Date:** February 20<sup>th</sup>, 2026 23:59 EAT

### About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

In Tanzania, Right To Play is legally registered under the NGO Act of 2002 with certificate of registration number I-NGO/R1/00529, reaching more than 76 pre-primary and primary schools in Dar es Salaam, Kigoma and Mara.

### Benefits:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our [Culture Code](#) (**accept everyone, make things happen, display courage, demonstrate care, and be playful**)
- 28 days of paid annual leave, plus 3 personal days per year
- Competitive benefits such as medical and health insurance, Life insurance, transportation allowance, communications allowance, etc.)
- Learning opportunities and 5 learning and development (L&D) days per year
- Flexible work policy
- Maternity/paternity/parental leave top up and support

## Application Method:

To apply, submit your resume and cover letter (in English) via this application link:

<https://righttoplay.hiringplatform.ca/229499-finance-coordinator-egie-2-0/1037173-application-form/en>

**Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.**

**As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer.** More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodation to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

## JOB DESCRIPTION

<b>Job Title:</b> Finance Coordinator	<b>Grade:</b> 5
<b>Reports to:</b> Finance Manager	<b>Location:</b> Mugumu, Serengeti Mara
<b>Direct Reports:</b> N/A	<b>Department:</b> Finance

### 1-Purpose:

The Finance Coordinator supports the project team by managing financial transactions, budgeting, reporting, bank reconciliations, document filing, conducting partner field visits, and preparing financial reports.

### 2- Accountability & Responsibilities:

#### A. Financial Accounting and Administration (65%)

- Ensure that all documents are complete with the required supporting documentation, properly reviewed and approved prior to payment processing, including verification of cheque requests, activity concept notes, PRFs, and other relevant documents, as well as conducting timely reviews of Field Activity Financial Reports for correct coding, arithmetic accuracy, adequate documentation, and proper authorization.
- In collaboration with Project team, prepare the monthly projection which reflect the anticipated monthly spending as per approved workplan & budget and prepare monthly fund request to ensure that field office have enough cash to pay all suppliers and RTP beneficiaries on time

- Post all weekly payment voucher, Journal voucher to accounting system at least once a week and produce a monthly bank reconciliation and make follow up of all transaction processed and ensure staff & vendor balance are reconciled and
- Review the monthly fuel analysis report and ensure timely payment, maintain an up-to-date Fixed Asset Register and inventory list, and stay informed on local government financial requirements to ensure full compliance with tax regulations and other legal obligations
- Support the internal & external audit exercise by organising all supporting document required and Play a vital role in the monthly and year-end closing processes to ensure organized, complete, properly approved packages are delivered in posting Accruals and prepayments together with ensuring that monthly hardcopy financial voucher have been sent to CO for filling with all supporting document

## **B. Grant Budgeting, Reporting and Compliance (30%)**

- Engaging with project staff in developing specific grant budget and monitor project expenditures to ensure they are within budget and in compliance with grant guidelines
- Make occasional field trips to monitor finance related issues and procedures.
- Promote compliance with relevant donor's regulations and Right To Play's policies/procedures
- Support the FM in the procurement verification (checking of Bids and Tenders) and ensure all purchase documents are well documented and followed according to policies and ensure the yearly project Procurement Plan is prepared and updated regularly.
- Facilitate the financial closeout of project, ensuring all reporting and documentation requirements are met.

## **C. Team Support (5%)**

- Provide support to other team members as needed.

## **3- Scope (geographical and/or functional), Impact and Autonomy**

Finance Coordinator support the Finance Manager to ensure the smooth running of the finance department at field office. The support required from him/her reduce the gap between finance team and program team at field level and guide the team on financial matter effectively.

## **4- Leadership and Staff management**

The role has no direct supervisory responsibilities. Provides guidance to staff, partners and other project beneficiaries regarding RTP financial requirement, reporting, supporting document etc

## **5- Information requirement for decision-making**

The finance coordinator should possess understanding the current country finance policy & procedures, tax changes and global finance movement which affect the organisation

## **6- Innovation and Improvements**

The candidates are expected to share lessons learned, best practices, and recommend the process for improving organizational financial & accounting process.

**7- Relationships & Communications: Internal / External:**

- Key relationships include all staff globally, banks, external auditors, suppliers etc

**8- Expertise (Certifications / Education, Professional Experience/Language)**

- **Education:** Bachelor's degree in accounting, finance, business administration, tax or related discipline. CPA will be added advantage
- **Professional Experience:** Minimum 3 years' experience in accounting, grant management, tax or finance. Experience in Working with INGO will be added advantage
- **Technical Skills:** Proficiency in use of Microsoft applications, including Excel, power point and Word, Good attention to detail and high levels of accuracy, good skill at using financial software applications, good knowledge of accounting practice, policies and procedures, Skilled in maintaining documentation, Good analytical skills and the ability to think logically.

**9- Core Competences**

- **Collaboration:** collaborates effectively with staff, partners and organisation stakeholders from government
- **Growth Mindset:** demonstrates commitment to ongoing learning and development, adapting to evolving role requirements and a changing environment, while actively seeking and providing feedback
- **Resilience:** demonstrate ability to cope with pressure of working with diverse range of stakeholders and listen to them
- **Professionalism:** display high level of integrity, transparency and accountability including acting in a manner that upholds the organization good reputation.
- **Management and Interpersonal Skills:** possess considerable people-focused abilities centered on effective communication, motivation, teamwork, emotional intelligence, planning and organizing which are crucial for working with diverse range of stakeholders.

**10- Additional Information**

This role requires occasional travel to project sites and occasional travel to non-project sites.