



Annex 1

JOB DESCRIPTION, PROFILE & REMUNERATION FOR THE FINANCE AND ACCOUNTS OFFICER POSITION

POST: Title of Post Finance and Accounts Officer	Grade P1/1	Projected Date of Entry into Service 1st March 2026	Date of Publication of Notice 6th January 2026
Service or Administrative Unit Administration and Finance Department		Duty Station Arusha (Tanzania)	Deadline for Receipt of Applications 5th February 2026

a) REPORTS TO THE HEAD OF ADMINISTRATION AND FINANCE DEPARTMENT

b) JOB SCOPE

Reporting to the Head Finance and Administration Department, the role involves maintaining accurate financial records, managing cashflow, supporting month-end and end of period activities, and assisting with audits. The Finance and Accounts Officer performs daily financial operations including payables/receivables, payroll, bank reconciliations, and financial reporting, ensuring compliance with Union policies and regulations. The Finance and Accounts Officer must be detail-oriented, organized, and capable of handling both routine and analytical accounting functions with strong ethics for handling sensitive data on Member States.

c) PRINCIPAL ACCOUNTABILITIES

1. Accounting and Finance

- Preparing and presenting monthly management accounts to PAPU Management and Leadership team meetings.
- Preparing annual financial statements using International Public Sector Accounting Standards (IPSAS).
- Maintaining accurate record of all financial transactions and the Union's resources, including fixed and movable assets.
- Preparing invoices and account statements of mandatory annual financial contributions of Member States and Associate Members.
- Handling accounting of petty cash transactions and safeguard cash in hand
- Preparing payment vouchers, journal vouchers, and receipts and post them in accounting software,
- Reconciling Bank statements and cashbooks for both local and foreign currencies.
- Providing information and documents required for the auditing of the Union's accounts

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Website
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2. Procurement Management

- Participating in implementing the Union's procurement manual
- Serving as a secretary of tender committee in line with the Union's procurement manual
- Procurement of goods and services in accordance with Union's procurement procedures.

3. Budgeting

- Serving as a Secretary for the committee responsible for developing annual and quadrennial cycle budgets.
- Monitoring budget performance and analyzing variances between actual and planned expenditures.
- Advising management on cost control measures and efficient resource allocation.
- Developing and monitoring workplans to align departmental activities with Union's objectives

4. Finance and Administration Working Group Secretarial Role

- Secretary of the Working Group on collecting outstanding financial contributions from Member States and Associate Members.
- Preparing and presenting working documents to members of the Working Group and following up with Member States on their Outstanding Mandatory financial contributions

d) QUALIFICATIONS AND EXPERIENCE

5. Education and Experience

- Must have a minimum of University Bachelor's degree in Accounting, Finance or equivalent.
- An Advanced Degree or Post Graduate qualification in the relevant field such as Certified Public Accountant (CPA) will be an added advantage
- A minimum of three (3) years of relevant accounting experience handling both accounting and financial reporting tasks

6. Knowledge and Skills

- Computer skills and knowledge of packages i.e., E-mail, internet, social platforms
- Familiarity with use of QuickBooks or other accounting software
- Good record keeping and experience in documentation
- Good Financial analysis
- Excellent command of English or French language, both spoken and written
- External environment orientation and international affairs

7. Core Competences

- Good interpersonal skills and flair laced with flexible and mature disposition
- Strong analytical and negotiation skills
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature
- Ability to handle assignments comprehensively, effectively and confidentially
- Demonstrated ability to work independently and collaboratively as a team player and with flexibility in a rapidly dynamic environment
- Credibility, good judgment, honesty and integrity in line with the core values of the Union
- Excellent communication, report writing, presentation and influence skills
- Stakeholder engagement

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8. Statutory Requirements

- Not less than 30 years old and not more than 50 years
- Must be national of a Member State of PAPU
- Must not have been convicted of any criminal offence
- Must have been declared physically fit to hold the position applied for by a Medical Doctor and is not suffering from any temporary or permanent derangement
- A national of a Member-state with outstanding contributions for more than one year shall not be offered employment by the Union;
- He/she is not a child/spouse, brother, sister, father or mother of a member of a staff

9. REMUNERATION

Salary grade:	P1/1
Basic Salary :	USD 18,971.00 per annum
Housing allowance:	USD 11,750.40 per annum for internationally recruited staff and; USD 3,525.12 per annum for locally recruited staff
Education grant:	USD 5,000 per annum per eligible child for internationally recruited staff and; USD 2,000 per annum per eligible child for locally recruited staff.
Spouse allowance:	USD 948.55 per annum for unremunerated spouse
Children allowance:	USD 200.00 per annum per child less than 21 years old
Post adjustment allowance:	42% of basic salary or the prevailing rate for the city of Arusha