



**THE ANGLICAN CHURCH OF TANZANIA**  
**DIOCESE OF CENTRAL TANGANYIKA**

P.O.Box 15, DODOMA, Tanzania Tel: 026 2321714, Mackay House, 9<sup>th</sup> Street  
E-mail: dicksonchilongani@gmail.com / bishopdct@gmail.com

## **ADVERTISEMENT**

**17<sup>th</sup> October 2023**

**Diocese of Central Tanganyika (DCT) is seeking to employ a competent and qualified person to fill the position of FINANCE DIRECTOR (1 POST)**

The Finance Director (FD) will be responsible for establishing and maintaining financial Management and accounting control systems for all DCT project expenditures. This position will ensure that the DCT financial operations and reporting meet all DCT and Partners requirements and comply with DCT policies and regulations. The FD will be responsible to overseeing all financial, contractual, information technology and procurement aspects of the anticipated projects. He or She will ensure that the financial reports are compatible with standard accounting practices.

**PLACE OF WORK: DCT - HEAD OFFICE**

### **PRIMARY RESPONSIBILITIES:**

- Oversee DCT Accountants and Cashiers in terms of quality and standard of accounting duties and procedures
- Prepare annual consolidated financial reports
- Maintain professional standards of checks and balances and segregation of duties
- Consultation and Advise on Tax issues
- Responsible for supplying to the Finance Board financial statements as per Board of Finance meetings

**Diocesan Bishop: Rt. Rev. Dr. Dickson Daud Chilongani, PhD**

- Submit to the Diocesan Council revenue and capital budget for the year not later than a month before the commencement of the financial year
- Conduct regular staff training to update Accountants in new financial procedures i.e. new technologies of financial accounts
- Shall have the responsibility for managing efficiently and economically the funds of the Diocese.

## **QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE**

- Masters degree or higher in Business Administration, Finance, Accounting, Auditing or related field.
- Minimum of 3 years of successful experience as a Finance and Administration Manager or Similar position
- Experience in financial management of funded programs is an added advantage
- CPA / ACCA finalist or equivalent
- In depth knowledge financial software applications, databases and spreadsheets, including QuickBooks enterprise and Microsoft office
- Excellent interpersonal skills and demonstrated ability to hold staff accountable for doing their jobs.
- Excellent verbal, written, interpersonal and presentation skills in English and Swahili.

**Additional Information:** Must uphold the teachings and believes of the Anglican church of Tanzania i.e. Anglican by denomination

: Contract duration is two (2) years renewable

**SUBMISSION OF APPLICATIONS:** Please send the application to the following address: **GENERAL SECRETARY, DIOCESE OF CENTRAL TANGANYIKA, P.O.BOX 15 DODOMA** by posta, or email: [bishopdct@gmail.com](mailto:bishopdct@gmail.com) and copy to [rosedonald22@yahoo.com](mailto:rosedonald22@yahoo.com) or to the office of Human Resource Management located at MACKAY HOUSE Room no. 23

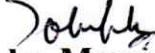
**The Complete application includes:**

- An application letter with detailed curriculum vitae in English clearly elaborating education, professional experience and references.
- Copies of all Academic transcripts
- Copy of birth certificate
- At least three (3) names and contacts of referees
- Letters of recommendations
- One (1) Passport size.

**SUBMISSION DATE:**

Complete applications must be submitted by 30<sup>th</sup> day of October 2023 at 15:30 pm

*Note: Only Shortlisted candidates shall be informed for Interview.*

  
**Rev. Canon John Mussa Ntandu**  
**Diocesan General Secretary**

Diocese of Central Tanganyika  
P. O. Box 15, Dodoma  
Tanzania - East Africa