



JOIN OUR MISSION
FOR CHILDREN AT RISK
ON THE STREETS

PROJECT FINANCE OFFICER

Railway Children Africa – Recruitment pack

children RAILWAY
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

At Railway Children, we aim to reach vulnerable children found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

We stand for children, their childhoods and their futures.

Over 10,000 children survive on the streets of Tanzania

We work in Tanzania, where children alone on the streets are frequently regarded by society as a nuisance that must be tolerated - a 'problem' rather than vulnerable children who desperately need help and support.

Many are treated as criminals and locked up with adults, where they are subjected to further violence and sexual abuse.

Our pioneering work enables us to get to children before the streets get to them.



OUR AIM FOR 2027 IS TO LEAVE NO CHILD BEHIND

Our new 2022-2027 strategy model focusses on four key action areas for change in order to protect the most vulnerable children, before, during and after they are alone and at risk on the streets:

1. Protecting vulnerable children and supporting their families.
2. Strengthening community responses.
3. Strengthening child protection systems and policies.
4. Invest in evidence building to establish programme models and practices that can be replicated.

At the heart of this is a focus and dedication to collaborating with others and the development of contextual safeguarding solutions, to protect all young people from harm and abuse.



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.

These Five Values Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think Big.



EARN TRUST

Be Honest. Always act with Integrity.



SHOW COMPASSION

Respect and Dignity
for all.



NURTURE TALENT

Encourage growth.
Enable others.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:



We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.



We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.



We will work with our people to identify their career and development goals and facilitate opportunities for growth.



We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.



When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children Africa.



THE ROLE

Project Finance Officer

Salary:	Attractive
Department:	Finance & Operations
Location:	Mwanza
Responsible to:	Finance and Operations Manager

JOB PURPOSE

Responsible for providing financial and accounting support for Railway Children Africa. The position entails performing financial accounting tasks daily, including processing payments, filing, and retrieving documents, providing data for the preparation of reports, and supporting the development of partner/donor proposals, as well as budgeting, financial accounting, compliance and grant reporting as per international and national recognized accounting, regulations and best practices.

SPECIFIC ACCOUNTABILITIES

A: Financial Management

- Ensure that all financial transactions are carried out and recorded in accordance with IPSAS, Railway Children Africa and donors' procedures and policies on a daily basis.
- Review and validate cash advances, purchase order requisitions, and liquidations and organize fund requests from the RCA team in line with the principles and practices outlined in the RCA Finance Manual and or donor regulations.
- Prepare payment vouchers, cheques and online payments for review by the Finance & Operations manager in compliance with IPSAS, Railway Children Africa and donor policies and regulations, with correct coding and supporting documentation.
- Ensure Account entries for RCA transactions are up to date daily using accounting package software.
- Preparation of the monthly accounts and required other deliverables for review by the 5th of every month ensuring accuracy of the data.
- Maintain banking relationships and act as the primary liaison person.
- Ensuring proper books of accounts are kept and maintaining a sound archiving (filing and retrieval) system.
- Preparation of the payroll journal and monthly reconciliation of the payroll.
- Prepare monthly donor management report every month including reviewing all donor expenditures to ensure a correct reporting of expenditures of assigned codes.
- Attend monthly grant calls and share financial updates of the respective grant/project.

B: Budget Management

- Ensure a project/Grant is correctly budgeted to ensure a good alignment between master plans/work plans and planned grant objectives.
- Present to project and programme budget holders monthly on the implementation financial status of the project compared to approved plans. This includes updating the

- Together with project and program budget holders forecast expenditures for the next month and ensure they are fed in the Fund requisition of the particular month.
- Support during proposal development by producing inputs including draft budgets.

C: Compliance and Risk Management

- Train and support new recruits on relevant financial guidelines and operations.
- Manage project-related Cash flows and bank reconciliation for RCA bank accounts.
- Preparation of various supporting schedules to the financial statements to facilitate annual audit and assist in the fieldwork process.

D: Other Duties:

- Assess policies and procedures on an ongoing basis to identify and propose new procedures, policies or changes as needed, in addition to monitoring the implementation of existing partner/project policies to ensure they are being properly adhered to.
- Any other duties in relation to the above as assigned by the Finance & Operations Manager.

E: General duties

- Uphold and work within Railway Children's policies and procedures.
- Actively promote and embody Railway Children's core values of never give up, have courage, earn trust, show compassion and Nature talent across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.

Person Specification

- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.

Knowledge & experience:

- Sound knowledge of various financial software packages used in the development sector.
- 3+ years' experience in NGO financial accounting, audit and grants management.
- Experience in FCDO and USAID grant financial management is a plus.
- In-depth knowledge of internationally recognised accounting practices and principles.

Skill sets:

- Bachelor's degree in finance or accounting.
- CPA (T) or ACCA desired.
- Excellent interpersonal skills and ability to relate to children.
- Proficiency in all applications of MS Office, especially Word and Excel and in various accounting software.
- Strong presentation skills.
- Fluent in Kiswahili and English.
- Strong documentation skills.
- Being analytical and having an eye for detail.

Attitude:

- Flexible can-do mentality.
- Alignment with core organizational values.
- A strong commitment to the principle of transparency and integrity in finance practices.
- •Commitment to working on the cause of children in difficult circumstances.
- Willingness to travel extensively.
- Ability to work on own initiative and also as part of a team.
- Ability to work under pressure.
- Dynamism and a strong sense of 'doing what it takes' for the cause.



A GREAT PLACE TO WORK

Railway Children Africa is an International NGO registered in Tanzania, no. I-NGO/R1/00941, as an affiliate of our parent company Railway Children UK.

Railway Children has been working in Africa for over 10 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children Africa.

In the next five years we have exciting plans to upscale our work dramatically.

If you would like to be part of this exciting journey, we'd love to hear from you.



STILL INTERESTED?

How to apply...

To apply for this position, please complete the application form and return it to jobs.mwanza@railwaychildren.or.tz Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

Closing date: 31st July 2024.

THANK YOU.