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Finance Manager (UK)

Contract: 3 days per week (negotiable)
Accountable to: Country Director
Line Management: UK Finance Officer/ Bookkeeper (based in Tanzania)
Salary: £40,000-£42,000 FTE (depending on skills and experience)
Location: Home-based in the UK, with occasional travel for team meetings and potential international travel to Tanzania

Introduction

Kijana Kwanza (Young People First) is a grassroots organisation based in Moshi, Tanzania that aims to empower disadvantaged children and young people with the skills and opportunities to prepare them for a future without poverty.

The organisation directly sponsors over 250 children and young people, most of whom are orphaned, abandoned or from single-parent families, who reside in the community, in foster care or on-site at one of our children's homes or youth hostels. Most of our children and young people attend school, learn practical trades in our workshop or are enrolled at college to study towards a professional qualification. Outside of formal education, we deliver an extensive programme of extra-curricular learning, which emphasises soft skills development, leadership training and digital inclusion.

Aside from direct child and student sponsorship, Kijana Kwanza delivers a variety of day services and social welfare provision from its headquarters in Moshi Town, for the wider community of children, young people and their families. These include free Computer classes, a Study Café, hardship grants and interest-free loans, seasonal campaigns, community events and microfinance initiatives.

For a full list of our activities, visit www.kijana-kwanza.org.

Post Summary

The Finance Manager will provide leadership and oversight of Kijana Kwanza's UK financial management and governance systems, while supporting robust financial oversight of our Tanzanian NGO partner entity.

The role includes providing collaborative support and occasional troubleshooting to Kijana Kwanza Tanzania in relation to financial systems and reporting, focused on capacity-building, shared learning and continuous improvement, while fully respecting KK Tanzania's status as an independent organisation.

This is a pivotal role supporting organisational growth, strengthening systems, and ensuring accountability to donors, beneficiaries, regulators and trustees.

Duties and Responsibilities

UK Financial Management & Compliance

- Oversee and supervise day-to-day UK financial operations, including allocation, reconciliations and documentation of all transactions.
- Provide oversight, review and quality assurance of data-entry undertaken by the UK Finance Officer / Bookkeeper.
- Ensure proper segregation of duties and strong internal financial controls.
- Ensure accurate monthly reconciliations are completed internally.
- Prepare monthly management accounts on an accrual's basis for the Country Director.
- Prepare quarterly management accounts for the Board, including variance analysis against budget.
- Monitor restricted and unrestricted funds, ensuring compliance with donor conditions.
- Support preparation of statutory accounts in line with the Charities SORP.
- Liaise with external auditors and independent examiners.
- Ensure timely submission of Charity Commission annual return and other statutory filings.
- Monitor cash flow and reserves in line with the Board-approved Reserves Policy.
- Liaise with the charity's bank, including providing information for account reviews and audits.

International Finance Oversight (UK–Tanzania)

- Provide financial oversight and review of transfers to Kijana Kwanza Tanzania.
- Review Tanzanian financial reports and ensure accountability for grant funds.
- Provide collaborative technical support and occasional troubleshooting to KK Tanzania finance staff.
- Contribute to capacity-building through guidance, templates and shared learning.
- Support periodic review of financial processes with KK Tanzania to identify risks and improvement opportunities.

- Strengthen systems for multi-currency accounting and FX management.
- Support due diligence processes and annual grant agreements between KK UK and KK Tanzania.
- Ensure compliance with anti-money laundering, sanctions and international fund transfer regulations.
- Support development of harmonised financial reporting templates across entities.

Payroll, Payments & HR Financial Administration

- Oversee UK payroll administration in coordination with external providers.
- Ensure timely payment of HMRC liabilities, pensions and statutory payments.
- Maintain payroll controls and reconciliations.
- Undertake, or oversee, bank payments and payment runs.
- Lead in budget planning for staff cost forecasting.

Budgeting, Forecasting & Financial Planning

- Lead the annual budgeting process in collaboration with senior leadership.
- Update budgets in line with quarterly performance and approved changes.
- Support multi-year financial scenario planning.
- Produce cashflow forecasts and funding gap analysis.
- Support bid budgets for trusts, foundations and institutional funders.
- Provide financial insight to inform strategic decisions.

Governance & Board Support

- Ensure all statutory governance requirements are met in line with Charity Commission guidance.
- Maintain a compliance calendar of regulatory deadlines.
- Support the Finance Sub-Committee and Board of Trustees in discharging oversight responsibilities.
- Prepare financial reports and papers for trustee meetings.
- Maintain governance records and key finance-related policies.
- Support ongoing strengthening of governance between UK and Tanzania entities.

Systems, CRM & Data Protection

- Oversee integrity of financial systems (e.g. Xero, Beacon CRM integration).
- Ensure proper financial coding of income streams.
- Strengthen financial reporting capability within Beacon and related systems.
- Ensure GDPR compliance and secure financial data handling.

Personal Qualities

- Alignment with Kijana Kwanza's mission and values.
- Strong attention to detail and commitment to transparency.
- Ability to work independently in a remote environment.
- Collaborative approach across UK and Tanzania teams.
- Calm and solutions-focused under pressure.

Direct Impact of the Role

The Finance Manager will ensure that:

- Every pound donated is properly accounted for.
- Trustees receive reliable, strategic financial information.
- International transfers are compliant and transparent.
- Kijana Kwanza remains fully compliant with Charity Commission requirements.
- The organisation can scale sustainably and responsibly.

Ultimately, this role underpins our ability to protect vulnerable children and young people in Tanzania through strong stewardship of resources.

Person Specification

	Essential	Desirable
Fully qualified accountant (ACCA, ACA, CIMA) or equivalent experience.	X	
Minimum 3–5 years' experience in charity finance.	X	
Strong knowledge of UK charity financial regulations and Charities SORP.	X	
Experience preparing management accounts and supporting audits.	X	
Experience managing restricted funding and donor reporting.	X	
Strong understanding of internal financial controls.	X	
Experience with accounting software (e.g. Xero) and advanced Excel.	X	
Excellent written and verbal communication skills.	X	
Ability to translate financial data into clear strategic insight.	X	
High level of integrity and discretion.	X	
Experience in international development or overseas grant-making.		X
Experience with multi-currency accounting.		X
Familiarity with Beacon CRM.		X
Experience supporting a growing organisation through change.		X
Experience working across multiple jurisdictions.		X
Experience supporting Board or Finance Committee processes.		X

[End]