

MAMAS' HOPE ORGANIZATION FOR LEGAL ASSISTANCE (MHOLA)

MHOLA Head Office
Butembo Village, Bureza Ward
P. O Box 237
Muleba-Tanzania
Phone +255 28 2221245 or +255 754 869 556
Mail info@mhola.org, info@mhola.or.tz



Bank account number
01J1056592100
CRDB Bank
Bukoba Branch
Tanzania

Date: 23 June 2023

VACANCY ANNOUNCEMENT-Finance Officer Post - KG/MHOLA/23/P-CC-I001

MAMAS' HOPE ORGANIZATION FOR LEGAL ASSISTANCE (MHOLA) is a Non-Governmental Organization (NGO) registered under the NGO act no. 24 of 2002 operating within Kagera Region. MHOLA aims at building capacity of Community members by creating awareness on their rights, provision of Legal and health services particularly women and children who have no access to that very important right.

MHOLA is currently seeking to engage experienced person who will be performing as a **Finance Officer** at her head office, Muleba District within Kagera region.

POST LOCATION: MHOLA MULEBA HEAD OFFICE – Muleba District, Kagera Region

DUTIES:

1. Overseer of all organization financial matters
2. Managing good relations with financial institutions like banks, social security funds and the Tanzania Revenue Authority (TRA)
3. Managing financial records and receipts.
4. Assist other team members in developing quarterly financial projections and any other budgeting aspects
5. Mentoring of MHOLA partners /Organization working with MHOLA in financial matters and assist them when in need of help.
6. Manage cash control as well as maintain book keeping up to date.
7. Carry out transactions.
8. In close coordination with other branches and programmes people, to monitor and forecast cash requirements to meet administrative and project expenditure.
9. Producing weekly, monthly financial and management reports.

MAMAS' HOPE ORGANIZATION FOR LEGAL ASSISTANCE (MHOLA)

Head -Office Bukoba
Hamgembe- Chemba
P. O Box 1240
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QUALIFICATIONS AND EXPERIENCE.

- Minimum qualification is a Bachelor degree in finance or Accounting with more than 2 years of working experience, CPA will be an added advantage.
- Excellent organizational, interpersonal and communication skills.
- Working knowledge of Information technology and its application in office setting.
- Knowledge of quick book will be an added advantage.
- Preferably have experience within the Non- Governmental Organization sector.

DEADLINE:

Application letter with CV should be sent before or on **30th June, 2023**. Please note that only shortlisted candidates will be notified and invited for an interview session.

The post will be MHO Category C stage I of MHOLA working guide with Attractive salary offered as per Organization Guidelines

APPLICATION PROCESS.

Please send your Application to the,

Executive Director

P.O.Box 237

Muleba - Tanzania Email: Info@mhola.or.tz & info@mhola.org: copy to t.bujiku@mhola.org

Covering letter should state the Motive behind applying for this post and why you think that you are perfect for this particular role. **Women are highly encouraged to apply.**