



VACANCY ANNOUNCEMENT

The Lutheran Mission Cooperation (LMC) is a joint instrument between the Evangelical Lutheran Church in Tanzania (ELCT) and her partners from Europe and the United States of America. The cooperation is overseen by the LMC board and it operates under the vision and mission of the ELCT.

The LMC board seeks to recruit a qualified and competent person to fill the below described position.

Position: **ACCOUNTANT CUM ADMINISTRATOR**

Reports to: LMC Secretary

Duration: Three-years contract, with possibility of renewal

Location: Arusha, Tanzania

Job Summary

This is a full-time position which involves working closely with the ELCT headquarters, Dioceses and partners in the implementation of various projects and programs.

Qualifications Experience and Skills

- Should be a graduate with a master's degree in finance/accounting/ or any other related field.
- Should have at least 5 years of progressively responsible experience in managing finances with derivatives and administration.
- Should have written and oral communication skills, maintain professionalism at the workplace, ready to adapt to a busy working environment.
- Should have strong organizational and planning skills.
- Should have good report writing and presentation skills.
- Should have good communication and interpersonal skills.
- Should have a high level of integrity and good track record of outstanding performance skills in analysing financial data and preparing financial reports.
- Should have experience working with church-based organisations, working across multiple sectors, programmes and projects.
- Excellent communication skills in written and spoken Kiswahili and English
- Interpersonal skills
- Relevant computer skills including profound use of MS Office
- Member of the ELCT and committed to the ELCT vision and mission.
- Demonstrate ability to carry out the responsibilities and able to adapt to national and international standards and practices.
- Live and serve in a way that reflects the values and expectations of ELCT.
- Willingness and ability to work within a consultative team environment.
- Adaptable, flexible, and able to work under pressure.
- Good sense of humour

Duties and Responsibilities of the LMC Accountant cum Administrator

Abbreviated roles are as follows but not limited to:

- Managing all LMC finances.
- Prepare the Annual LMC budget and present it to the LMC Board.
- Receive and disburse funds in accordance with LMC policies and regulations.
- Ensure book-keeping is maintained for all funds received and disbursed as per LMC policies and financial regulation.
- Prepare monthly financial performance reports and perform financial analysis.
- Ensure that financial reports are audited by internal and external auditors.
- Ensure that all program funds are paid in accordance with LMC policy.
- Ensure that financial assets and other derivatives maintained by LMC are attended timely.
- Ensure that LMC financial assets are placed at a competitive rate with a highly secured market.
- Assist the LMC secretary in preparing for Board meetings and the Round Table
- Communicate effectively with LMC members on administrative and financial matters under directive of the LMC Secretary
- Attend other duties as directed by the LMC secretary.

Salary

ELCT CPS salary scale applies.

MODE OF APPLICATION

Send your application letter, academic certificates and curriculum vitae with names of three referees and a recommendation letter from your Diocese combined as one PDF document before the application deadline.

1. The application letters should contain the address below:

Chairperson of Recruitment Committee
Lutheran Mission Cooperation
P.O. Box 483
Arusha, Tanzania

2. All applications MUST be sent by EMAIL to lmcrecruitment@elct.or.tz
3. Mention the applying position in the email subject headline (Accountant cum Administrator)
4. The application should be in a single PDF attachment.
5. Only shortlisted candidates will be contacted for interviews.
6. Deadline for submitting the application is on **27th September 2024.**