



JOB OPPORTUNITY

VACANCY ANNOUNCEMENT

The Energy Regulators Association of East Africa (EREA) is an association of utility regulators founded in 2008. It comprises of the Authority for Regulation of Water and Energy Sectors (AREEN) of Burundi; Electricity Regulatory Authority (ERA) of Uganda, Petroleum Authority of Uganda (PAU), Energy Petroleum Regulatory Authority (EPRA) of Kenya, Energy and Water Utilities Regulatory Authority (EWURA) of Tanzania, Rwanda Utilities Regulatory Authority (RURA) of Rwanda, and Zanzibar Utility Regulatory Authority (ZURA).

EREA seeks to pool expertise in energy regulatory matters to facilitate the development of sound policy proposals and legislation on energy regulation, in line with international trends and best regulatory practices; promote regional cooperation in energy infrastructure planning, capacity building' and development of sustainable energy projects and harmonised energy market structures. EREA is seeking to recruit a suitably qualified and experienced highly motivated candidate to fill the position of:

FINANCE & ADMINISTRATION OFFICER – (JOB GRADE EREA)

1. Job Purpose

Based in EREA office in Arusha, Tanzania, and under the supervision of the **Executive Secretary** (ES), the Finance & Administration Officer is responsible for effective control of EREA's finances, maintain sound accounting procedures and

contract, assisting the ES in fund mobilisation and ensuring the Association's compliance with external audit and finance policies.

2. Position Title and Reporting

(a) Position Title: The Finance & Administration Officer reports to the Executive Secretary.

(b) Duty Station: EREA Secretariat Office based in Arusha, Tanzania

(c) Office Tenure: The office tenure of the Secretary Finance & Administration Officer cum receptionist is a two-year contract renewable subject to satisfactory performance. EREA is an equal opportunity employer, and a competitive salary will be offered to the right candidates for the post.

3. Key Roles and Responsibilities

The Key responsibilities of the Finance and Administration Officer include but not limited to, the following:

- (a) Guide and control the Association's finances: effective management of accounting, budgeting, cash flow and taxation;
- (b) Implement & maintain sound accounting procedures and controls;
- (c) Make timely statutory payments to TRA, PPF - Ensuring that tax is appropriately computed, paid and returns filed on time;
- (d) Manage petty cash reconciliation;
- (e) Lodge company cheques at the bank;
- (f) Manage the preparation and presentation of the Association's financial statements;
- (g) Support management of donor funding and disbursements; and ensure acknowledgement of receipts and financial reporting is accurate, professional and timely.
- (h) Liaise with external auditors to ensure compliance;
- (i) Ensuring compliance with the Association's finance policies;
- (j) Manage the Association's working capital requirements;
- (k) Liaising with suppliers to provide the best deal for EREA;

- (l) Inventory Management of all stock and Association's assets;
- (m) Effective Risk Management and governance of all suppliers and service providers
- (n) Build Key relationships with EREA suppliers;
- (o) Effective cost management;
- (p) Cooperate with EREA's Auditors & Tax Consultant as needed;
- (q) Supervising support staff such as Office Attendant to work as effectively and efficiently as possible;
- (r) Inform and advise the team on their progress in achieving their financial goals;
- (s) Protect all of EREA's financial information and Association's documents;
- (t) Ensure office costs are kept to an absolute minimum, and new initiatives are made to reduce costs further;
- (u) Produce weekly statistics as well as monthly reports in EXCO & strategy Meetings that will give information on both current and future financial status
- (v) Tracking all EREA keys and being responsible for the EREA keys that are given to you (Office door, petty cash key, key box key, storeroom key)
- (w) Process Payslips provided to employees with details on the calculation of commission
- (x) Any other duties as assigned by the ES

4. Minimum Academic Qualification and Experience

- (a) Degree in Accounting, Finance, Economics or Business Administration
- (b) Holder of CPA (T) certificate or equivalent preferred, or at least progressing towards it.
- (c) Excellent oral & written communication skills
- (d) Effective time management, attention to detail and deadline-oriented

- (e) Good customer service
- (f) Fluent English & Kiswahili
- (g) Proficient with Microsoft Office & accounting packages
- (h) At least 4 years of work experience post relevant academic qualification
- (i) Stable employment history with related duties
- (j) Experience in Administration, Finance, Accounting would be desirable
- (k) Excellent interpersonal skills
- (l) Must be a citizen of Tanzania

HOW TO APPLY

Submit your application attaching a signed application letter, copies of education and a CV detailing previous work experience, telephone contact, email address, names and contacts of three (3) referees not later than **5.00 pm on 12th March 2020**. Applications indicating should be addressed to the following email address

Email: hr@energyregulators.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED