



VACANCY ANNOUNCEMENT

About CSL

The Center for Strategic Litigation (CSL) is a regional Zanzibar based not-for-profit organisation that seeks to advance the vision of a just and tolerant society, and a vibrant and inclusive democracy grounded in respect for the rule of Law and justice for all. CSL deploys the law to encourage citizen agency in advancing the rule of law through strategic litigation, public education, petitioning, legal research and judicial reviews as well as strategic use of media. CSL seeks to advance the development of case law on democracy, rule of law and freedom of expression in Tanzania.

About the role and the ideal candidate

In efforts to pursue its 5 years' strategic plan, CSL is looking to hire a Finance & Administration Manager. The primary task of the incumbent will be to oversee the financial and administrative matters of the Organization which includes but not limited to financial planning, management and reporting. As with most members of the CSL team, the Finance & Administration Manager will participate in executing CSL activities from time to time in line with the CSL strategy and framework of activities. To be able to excel in this role, an ideal candidate should possess the following characteristics:

- Have a curious mind and tenacity.
- Have impeccable writing skills.
- Be a multi-tasker with the capacity to juggle multiple, competing priorities in a fast-paced, start-up environment.
- Be a well-read and open-minded individual.
- Be a self-motivated individual with an ability to work under less supervision.
- Highly organized, efficient and dependable.
- Be an excellent communicator and time manager to be able to deliver timely results.
- Must enjoy working with people and have the ability to work well individually, on cross-functional teams and in collaborative partnerships with other community agencies and organizations.
- Computer skills (Ms Excel, Ms Word, Ms Powerpoint, G-Suite)
- Proficiency in accounting packages preferably Quickbooks.
- Strong analytical skills.
- Be able to lead and coach a team.

More information about the role are as follows:

Job Title:	Finance & Administration Manager
Unit:	Operations and Administration
Cluster:	Finance
Mandate:	National
Supervises:	Assistant Accountant, Interns
Reports to:	Chief Executive Officer
Location:	Zanzibar



Overall role

With the guidance of the the Chief Executive Officer, the Finance & Administration Manager is responsible for the following:

Financial Management

- Ensure the prudent management of financial resources at CSL from fundraising, expenditure to accounting.
- Analyze and present financial reports in an accurate and timely manner.
- Clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead the annual budgeting and planning process in conjunction with the CEO;
- Administer and review all financial plans and budgets; monitor progress and changes; and keep the senior leadership team abreast of the organization's financial status.
- Spearhead the process of developing and implementing a Finance Strategy for the Organization.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors, CSL donors as well as relevant authorities.
- Oversee the compliance of the organization to all statutory and regulatory requirements.
- Ensure effective management of all Organization assets.
- Promote a culture of fiduciary responsibility, transparency and accountability throughout the organization.
- Collaborate with the Executive Office to ensure financial sustainability of the organization.
- Oversee the management of organization receipts and expenditures including petty cash management.
- Oversee the administrative matters of the Organization insofar as setting up systems for efficient management and oversight of resources.

Core qualifications and competencies

- ❖ At least five (5) years of practical experience in accounting and finance.
- ❖ Strong affinity and commitment to CSL values and principles.
- ❖ Bilingual (English/Swahili) is required.
- ❖ Strong analytical and critical thinking skills that demonstrate an ability to structure a problem, ask relevant questions and challenge one's own output.
- ❖ Excellent IT skills including a familiarity with MS Office and G Suite.
- ❖ Exhibit exceptional time management skills in order to meet deadlines.
- ❖ Ability to use the internet for research purposes.
- ❖ Strong verbal and written skills.
- ❖ Careful attention to detail.



- ❖ Ability to cope and work in a fast paced business environment.
- ❖ Ability to lead and coach a team.
- ❖ A university degree in a relevant discipline including but not limited to Accounting, Finance, Business or an equivalent qualification.
- ❖ A professional accounting qualification provided by the National Board of Accountants and Auditors or its equivalent.

How to apply

Applications will only be received via email at aziza@strategiclawcentre.org. Please attach the following documents:

1. Your most recent Curriculum Vitae with three referees.
2. Your motivation letter, highlighting why you think you are the most suitable candidate for this position and why you think you are the right fit for CSL's mission, vision and values.

Only applications that fully comply with application instructions will be reviewed. CSL will reach out to shortlisted candidates within two weeks after the closing date for application.

Applications are open until June 13, 2025.