



Job Title: Soma Finance and Administration Manager

Reports to: Chief Executive Officer

Supervises: Finance & Administration Officer, and any other admin/finance staff

Salary: TZS 3,069,450

Job Purpose: To oversee all finance and administration aspects of the organization, whilst employing a feminist lens.

In expressing interest to join “Readership for Learning and Development – Soma”, you are committing to being part of a feminist organization working creatively to further efforts towards gender equality, but especially to advocating for women’s rights. As the Finance and Administration Manager you will be responsible for overseeing and managing all financial operations and administrative functions of the organization. In addition to the technical skills of the role, you will ensure that all systems, processes, practices, and policies support our mission to promote gender equality and advance the rights of women, girls and diverse identities. You will contribute to creating an inclusive, equitable, nimble and feminist work environment while maintaining fiscal discipline and ensuring financial sustainability and efficiency of our organization.

Responsibilities

1. Financial Management:

Ensure the financial sustainability and efficiency of the organization by effectively managing financial resources, optimizing budget allocation, and implementing cost-saving measures:

- Develop and manage the organisation's annual budget, ensuring alignment with strategic objectives.
- Monitor and analyse financial performance, providing regular reports to the executive team and board of directors.
- Oversee financial transactions, including accounts payable, accounts receivable, payroll, and general ledger.
- Implement effective financial controls and procedures to safeguard organizational assets.
- Oversee and lead annual budget and planning process—administer and review all financial plans and budgets, monitor progress, changes, and keep senior leadership team abreast of the organization’s financial status.
- Prepare and submit financial statements, tax filings, and other regulatory reports in compliance with statutory regulations.

2. Grant Management:

- Coordinate the grant application process, including researching funding opportunities and preparing proposals.
- Ensure proper financial reporting and compliance with grant requirements.
- Track grant expenditures, monitor budget utilization, and prepare financial reports for grantors.
- Collaborate with program managers to develop budgets and financial plans for grant-funded projects.

3. Administration and Operations:

- Supervise administrative staff, providing guidance and support in areas such as human resources, office management, materials management and procurement.
- Develop and implement administrative policies, procedures, and systems to optimize organizational efficiency and effectiveness with motivated and cohesive team.
- Oversee contract management, vendor relationships, and negotiation of service agreements.
- Ensure compliance with applicable laws and regulations related to employment, data protection, health, welfare and safety.
- Advise the Board and the CEO on how to improve internal systems, processes, practices, and policies to adhere to transformative feminist principles that support intersectional gender equality and equity.

4. Risk Management:

- Assess and mitigate financial and operational risks, implementing appropriate controls and strategies.
- Stay updated on regulatory changes and industry best practices, advising the organization on potential implications.
- Develop and maintain disaster prevention, mitigation, recovery strategies; and business continuity plans.

5. Collaboration and Leadership:

- Collaborate closely with the executive team, providing financial insights and recommendations to support timely and strategic decision-making.
- Serve as a resource person for programme staff regarding financial and administrative matters.
- Embed the principles articulated in Soma Strategic Plan¹ and the Charter of Feminist Principles for African Feminists² in all aspects of the organization's finance and administration matters.
- Foster a feminist and inclusive work culture, promoting diversity, equity, teamwork and inclusion within the organization.
- Lead by example, demonstrating professionalism, integrity, and commitment to the organization's mission and values.
- Serve as a thought leader both locally and internationally on how to manage finance and administration for a creative expression entity from a feminist lens.
- Train the next generation of finance and administration staff members (including interns, if applicable) on embedding feminist principles, in the financial and administrative management of the organization; and internalising its creative expression niche.

¹ [Soma SP](#)

² [AFF-Feminist-Charter-Digital-AcA_A_-English.pdf \(awdf.org\)](#)



Qualifications:

- Bachelor's degree or its equivalent in finance, accounting, business administration, with CPA (T) or ACCA.
- Proven experience (7+ years) in financial management.
- Strong knowledge of financial and accounting principles, budgeting, and financial reporting.
- Familiarity with grant management and donor reporting requirements in general and specifically for NGOs multidisciplinary and creative expression interventions.
- Proficiency in financial software and tools specifically QuickBooks, Excel, or similar programs.
- Excellent analytical and problem-solving skills, with keen attention to detail.
- Strong leadership and team management abilities.
- Exceptional communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Commitment to advancing gender equality, innovation, open to learning, participatory leadership and practicing feminist principles.

How to apply:

Submit your CV and a cover letter to info@somabookcafe.com by 12 noon on Saturday October 14th 2023.

As part of your cover letter share an example of how a person in this role could embed feminist principles within the organization's systems, practices, processes, or policies to yield better results and outcomes in financial and/or administrative management.