SHDEPHA+

SERVICE HEALTH AND DEVELOPMENT FOR PEOPLE LIVING POSITIVELY WITH HIV/AIDS

P.O.BOX 564, IGOMELO ROAD, KAHAMA

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1st November 2026

VACANCY ANNOUNCEMENT – 1 ACCOUNTANT POSITION

A. ORGANISATION BACKGROUND

SHDEPHA+ is a National Non-Governmental Organization, registered on 21 November 1994 with registration number SO 8216, and holds compliance registration number 00NGO/R1/00384 under the NGO Act 2002. The organization mobilizes resources to help people living with HIV/AIDS and to fight the spread of the disease. Over the years, SHDEPHA+ has expanded beyond HIV/AIDS to other development interventions, serving both infected and affected people through branches countrywide.

SHDEPHA+ Head Office is in Kahama Municipal, Shinyanga Region, with field offices across Tanzania Mainland. The organization works with national and international donors, local and central government, and other stakeholders toward the United Nations Sustainable Development Goals. It serves at risks women, men, children, youth and people with special needs.

SHDEPHA+ VISION: A democratic community that is free of poverty, hunger and diseases and enjoys a good quality of education, standards of living and social well-being.

SHDEPHA+ MISSION: SHDEPHA+ is committed to reducing income and non-income poverty, hunger, human suffering, diseases, and the impact and spread of HIV/AIDS by empowering marginalized and vulnerable people, most at-risk populations, and communities in general to achieve community-based and sustainable human development.

B. VACANCY DETAILS

SHDEPHA+ is seeking a competent, experienced, dynamic and qualified candidate to fill the position below:

ACCOUNTANT (1 Position)

Position	Accountant (organisational post, not tied to a specific project)
Location	One of SHDEPHA+ field offices in Tanzania Mainland
Reports to	Finance Manager
Probation	Two (2) months
Contract	1 year, issued after successful performance during the two-month probation; ***Renewable based on performance and availability of funds***

Post objective: To manage the day-to-day financial operations of SHDEPHA+, ensuring accurate accounting, timely reporting, and strict compliance with SHDEPHA+ financial policies and donor regulations.

ROLES AND RESPONSIBILITIES

Financial management and accounting

- Record all organisational transactions accurately and on time in the accounting system.
- Prepare and verify payment vouchers, invoices, purchase orders and supporting documents before approval.
- Maintain cash books, petty cash and bank accounts, and prepare monthly bank reconciliations.
- Process staff advances and liquidations, and follow up on outstanding balances.
- Handle accruals, prepayments and month-end closing.
- Prepare and process staff payroll and statutory deductions (PAYE, NSSF, WCF, SDL) in line with Tanzanian law.

Budgeting and reporting

- Track expenditure against approved organisational and project budgets and flag variances early.
- Prepare weekly, monthly, quarterly and annual financial reports for SHDEPHA+ management, the Board and donors.
- Support management in budget planning, cash-flow forecasts and fund requests.

Compliance and controls

- Ensure all expenses meet SHDEPHA+ financial policies and donor rules, and prevent disallowed costs.
- Keep complete, well-organised financial records ready for internal and external audits.
- Support audits, donor financial reviews and implementation of audit recommendations.
- Support procurement processes to ensure value for money and proper documentation.

Capacity building and other duties

- Orient staff on financial procedures, liquidation requirements and documentation.
- Perform other related duties as assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree or Advanced Diploma in Accounting, Finance or a related field from a recognised institution.
2. Being enrolled in, or holding, the Certified Public Accountant (CPA-T) qualification registered with NBAA will be an added advantage and highly preferred.
3. At least 2 years of accounting experience, preferably in an NGO or donor-funded organization.
4. Working knowledge of accounting software (e.g. QuickBooks, Sage, MS Navision or similar) and advanced Microsoft Excel.
5. Good understanding of Tanzanian tax and statutory requirements (PAYE, NSSF, WCF, SDL, withholding tax).
6. Strong attention to detail, integrity and the ability to meet reporting deadlines.
7. Good communication and report-writing skills; fluency in English and Kiswahili.
8. Willingness to work in any SHDEPHA+ field office.

HOW TO APPLY

If you meet the criteria above, send an application letter, CV and copies of academic and professional certificates combined into **one PDF document**. Indicate your present or most recent employer and position, a daytime telephone contact, and the names and addresses of three referees.

DEADLINE

To be considered, your application must be received by **17:00 hours on Saturday, 14th November 2026**. The subject line of your application email should state the job position as it appears in this advertisement ("ACCOUNTANT"). Failure to do so means your application may not be easily retrieved.

All correspondence and applications should be emailed to: **recruitments@shdepha.org**

DISCLAIMERS

1. SHDEPHA+ is an equal opportunity employer and does not discriminate in its selection and employment practices based on age, race, colour, religion, sex, national origin, political affiliation, marital status, disability, membership in an employee organization, or other non-merit factors.
2. SHDEPHA+ is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible.
3. Any applicant attempting to communicate with SHDEPHA+ management or staff through phone calls, SMS, emails or other means will automatically be disqualified. All communication should go through the official email above.
4. No application fee is required for this position.
5. SHDEPHA+ regrets that only shortlisted candidates will be contacted.