

# NYAKITONTO YOUTH FOR DEVELOPMENT TANZANIA

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➤ **Head Office**

Kigoma Ujiji Municipal Council, Kibilizi Road – near Joy in the Harvest Plot Number... | Noradi | Kigoma Town

➤ **Field Office**

**KIGOMA | KAGERA | KATAVI | RUKWA Region**

## JOB VACANCY ANNOUNCEMENT.

### JOB DESCRIPTION: **PROJECT ACCOUNTANT**

#### **1. Position Information**

Position: Project Accountant

Organization: Nyakitonto Youth for Development Tanzania (NYDT)

Duty Station: Kigoma Region, Tanzania

Project: Youth Entrepreneurship for the Future of Food and Agriculture (YEFFA) Project

Project Implementation Areas: Kigoma, Katavi and Rukwa Regions

Reports To: Project Manager / Executive Director/Donor

Supervises: Finance and Accounts Support Staff, where applicable

Employment Type: Contract

#### **2. Organizational Background.**

NYDT Stands for “Nyakitonto Youth for Development Tanzania” NYDT is a local youth led NGO working to empower youth, women, small holder farmers, anchors farms, SMEs and creates decent and fulfilling dignified jobs, it’s based in Kigoma, Katavi and Kagera Regions, western Tanzania. It was established in September 2010. The organization was registered on 09/05/2011 under NGO registration act No. 24 of 2002 with registration no. 00NGO/00004547 under the Ministry of community development gender and children as not for profit organization.

NYDT is currently implementing the Youth Entrepreneurship for the Future of Food and Agriculture (YEFFA) Project in Kigoma, Katavi and Rukwa Regions. The project focuses on strengthening youth and women participation in agriculture and agricultural value chains, improving access to markets and agricultural services, creating employment opportunities, and strengthening sustainable livelihoods.

NYDT is seeking to recruit a competent, experienced and highly motivated Project Accountant to ensure effective financial management, accounting, reporting, budgeting, compliance and financial accountability for the organization's operations and YEFFA Project.

### **3. Job Purpose**

The Project Accountant will be responsible for maintaining accurate and complete financial records, managing project transactions, preparing financial reports, monitoring budgets, ensuring compliance with donor and organizational financial policies, and supporting effective financial planning and decision-making.

The accountant will work closely with the Project Manager, Program Team, management, project staff, suppliers, partners and other stakeholders to ensure that YEFFA Project funds are utilized efficiently, transparently and in accordance with approved budgets, donor requirements and applicable laws and regulations in Tanzania.

### **4. Key Responsibilities**

- 1) Maintain accurate accounting records and financial documentation.
- 2) Record and verify income, expenditures, payments, advances and transactions.
- 3) Support YEFFA budget planning, monitoring and variance analysis.
- 4) Prepare timely financial, cash-flow and budget reports.
- 5) Ensure compliance with NYDT, donor, tax and accounting requirements.
- 6) Manage cash, banking, petty cash, reconciliations and payments.
- 7) Monitor advances and ensure timely retirement and accountability.
- 8) Verify procurement documents and ensure expenditures follow approved budgets.

- 9) Maintain strong internal controls, audit trails and fraud prevention.
- 10) Coordinate audits, respond to queries and implement recommendations.
- 11) Provide financial advice, staff guidance, risk management and decision-making support.
- 12) Compliance with NYDT and donor financial policies.

## **5. Required Qualifications and Experience**

- A Bachelor's Degree in Accounting, Finance, Commerce (Accounting), or a related field from a recognized institution.
- Professional accounting qualification such as CPA(T), ACCA, or equivalent will be an added advantage.
- Membership in NBAA or eligibility for professional accounting membership in Tanzania is an added advantage.
- At least 3–5 years of relevant professional experience in accounting and financial management.
- Demonstrated experience working with NGOs, donor-funded projects or development organizations.
- Experience in project accounting, budget monitoring and financial reporting.
- Experience preparing financial reports for management and/or donors.
- Experience with bank reconciliation, cash management, payment processing and financial documentation.
- Experience supporting internal and external audits.
- Experience managing project advances/imprest and accountability documentation.
- Experience working with multi-location projects will be an added advantage.
- Experience in agricultural, youth empowerment, livelihood or community development projects will be an added advantage.
- Young women who are CPAs and possess relevant practical knowledge and experience will have an added advantage.

## **Accounting Software / Package Knowledge**

The candidate must demonstrate practical knowledge of computerized accounting systems and preferably have experience using one or more of the following:

- QuickBooks
- SAGE / Pastel Accounting
- Tally ERP / TallyPrime
- Xero
- Microsoft Dynamics / Dynamics 365
- Odoo Accounting
- Other recognized computerized accounting packages.

## **Required Computer Skills**

- Microsoft Excel, including formulas, tables and financial analysis.
- Microsoft Word and PowerPoint.
- Preparation of financial spreadsheets and budget tracking tools.
- Electronic financial records management.
- Digital filing and document management systems.

## **6. Remuneration:**

- It will be discussed and agreed during interview.
- The selected candidate will be based at Nyakitonto Youth for Development Tanzania(NYDT) Head Office Kigoma.

## **7. How to Apply:**

Qualified and experienced candidates are encouraged to review the full Job description and submit their Cover Letter and CV to [dyouthkgm@yahoo.com](mailto:dyouthkgm@yahoo.com) no later than 20 September 2026.

Applicants must be Tanzanian with less than 35 years old. Please note that only shortlisted candidates will be contacted.