



Finance and Governance Officer

Mikuyu Tanzania is a UK registered International Development Charity (turnover £250,000 - £350,000) working with a local delivery partner and rural communities and other local stakeholders in Babati, Tanzania.

We are looking for a motivated, well organised and competent individual with excellent financial and charity governance skills to support the Chair and all the Mikuyu Tanzania team in managing the running of the charity. This is a part-time position of 16 hours a week, hours are flexible.

Key responsibilities include but are not limited to the following:

Finances

- Create annual core cost budgets and monitor expenses against it.
- Input monthly individual giving into Salesforce.
- Review all income receipts in operating account, and in equals account and reconcile to pledges recorded on Salesforce. Agree attribution to fund / project codes with the Partnership manager.
- Review all income and expenditure against fund codes and report any irregularities to Chair and Treasurer.
- Add all budgets to QuickBooks and prepare planned expenditures sheets for cash flow management and review monthly.
- Support end of year reconciliations and pull together the Annual Report and Financial Statements.
- Complete monthly payroll activities and reconciliations.
- Prepare and submit all payments for approval by treasurer or Chair on online operating account
- Do a monthly bank reconciliation and ensure all income and expenditure are suitably recorded and allocated to the correct accounting and fund codes.
- Liaise with the banks and other financial institutions and platforms.
- Complete and claim Gift Aid application from direct individual donations.
- Provide quarterly financial reports and commentary in partnership with the Treasurer for Board meetings.
- Provide monthly financial reports to both fundraisers and the programmes director.

Governance

- Ensure all Mikuyu Tanzania programme and reporting requirements meet statutory and the charity's agreed processes and are delivered accurately and on time.
- Organise and create agenda, attend and minute all Board meetings.
- Approve all consultant/supplier contracts and ensure they meet statutory requirements.
- Update and manage Delegation of Authority.
- Maintain HR/employee records and support HR Trustee on policy updates and record keeping.



- Manage IT requirements to ensure they are up to date, privacy and access are fit for purpose and all systems work as required. This includes Google Workplace, Salesforce, QuickBooks, [Monday.com](https://www.monday.com), Canva, MailChimp and Squarespace websites.
- Manage the Trustees review of all policies and procedures and ensure all published policies are up to date on the website.
- Network as needed with other charities working in the field for the purposes of learning and sharing.
- Support the Chair in other reasonable duties.

Location

Mikuyu Tanzania is a UK based charity, with staff based in UK, Italy and Tanzania

Mikuyu Tanzania employees work remotely, normally from home.

This role is required to commute to London at least 4 times a year to attend leadership meetings

Attributes and Skills Required

Minimum of 3 years of operational finance

Good levels of IT literacy including expertise with QuickBooks

At least 2 years experience of charity governance

Excellent communication skills

Strong Team Work

Self starter

Preferred

Salesforce system experience

Overseas development charity

19 October 2026