



We're looking for a qualified and passionate Officer – Applications.

Want to work for one of the largest charities of its kind in Africa? Do you understand how accounting, business processes and technology work together? Are you excited by improving ERP systems, analysing data and solving problems for users? If you combine strong financial understanding, advanced Excel skills and systems thinking, we'd love to hear from you!

About us

The School of St Jude is a pioneering leader in charitable education within Africa. Every year we give 1,800 students with free, quality education, 100's of graduates with access to higher education and provide more than 20,000 government school students with quality teachers. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

Who you are

- A practical systems thinker who understands how people, processes, finance and technology connect.
- Confident analysing end-to-end business processes, identifying root causes and improving workflows and controls.
- Highly analytical, with a strong accounting or finance mindset and an eye for detail and data accuracy.
- Comfortable translating user needs into workable ERP solutions, clear requirements and better reporting.
- Proactive and adaptable, with a commitment to improving user experience, process efficiency and service delivery.
- A clear communicator who can work effectively with finance teams, system users, technical colleagues and vendors.

What you'll do

- Support, maintain and optimize ERP applications, with a focus on financial processes, system controls and reporting.
- Review and map end-to-end processes across finance, procurement and other functions; identify gaps and improvement opportunities.
- Work with users to troubleshoot general ledger, payables, receivables, reconciliations and finance reporting issues.
- Gather requirements and coordinate system enhancements, configurations and process automation with technical teams.
- Use advanced Excel to analyse data, prepare reconciliations, validate reports and support informed decisions.
- Support data cleansing, migration, integrations and ETL (Extract, Transform, Load), and safeguard data quality.
- Coordinate User Acceptance Testing (UAT), document procedures, train users and support successful system adoption.

What we're looking for

- A Bachelor's degree in Accounting or Finance, or in Accounting/Finance with Information Technology.
- Strong practical knowledge of accounting and financial processes, including general ledger, reconciliations, reporting and internal controls.
- Good working knowledge of IFRS, IAS and IPSAS accounting standards and their application to financial reporting and system requirements.
- Expert-level Microsoft Excel proficiency, including advanced formulas (XLOOKUP, INDEX/MATCH, SUMIFS), PivotTables, Power Query, data analysis and complex reconciliations.
- Hands-on experience working with ERP systems, especially finance modules, configuration, workflows, controls and reporting.
- Strong systems and process thinking, with the ability to map workflows, identify root causes and recommend practical improvements.
- Experience with data quality, reporting and system integrations; SQL, Power BI or automation skills are an advantage.
- Ability to gather requirements, conduct UAT, document processes and communicate effectively with stakeholders.
- Sound problem-solving skills, attention to detail and an ability to connect accounting needs with technology solutions.

Why us

- The opportunity to use your talents and expertise to fight poverty through education and make a positive impact in Tanzania.
- Join a flexible and supportive community of international and local employees.
- Ample opportunities for career progression and development.
- Mid-morning tea and lunch (during working days).

Are you interested?

Send your cover letter and an up-to-date Curriculum Vitae to recruitment@schoolofstjude.co.tz (subject line **MUST** include the reference number: **TSOSJ/HR/OP/CA/26/10/03**)

Applications close on **21st October 2026**; **Only shortlisted candidates will be contacted.**

DISCLAIMER:

PLEASE BE AWARE OF FRAUDULENT ACTIVITIES IN JOB ADVERTISEMENTS AND RECRUITMENT PROCESS. THE SCHOOL OF ST JUDE DOES NOT REQUEST PAYMENT AT ANY STAGE OF THE RECRUITMENT PROCESS INCLUDING THE OFFER STAGE. ANY PAYMENT REQUESTS SHOULD BE REFUSED AND REPORTED TO LOCAL LAW ENFORCEMENT AUTHORITIES FOR APPROPRIATE ACTION.

