



# Job Description

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<b>Job Title</b> Accountant	<b>Job Location</b> Mbeya	<b>Category</b> Accounting & Bookkeeping
<b>Job Type</b> Full Time	<b>Job level</b> Supervisory	<b>Industry</b> Logistics & Operations
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

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<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Logistics & Operations: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Accounting & Bookkeeping: 3 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

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Lead the accounting department and ensure all accounting procedures are followed.

## Responsibilities

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- Ensuring the proper filing of all financial transactions.
- Preparing weekly debtors/creditors ageing reports and ensuring collections are done timely
- Ensuring all trips are billed and collected
- Preparing and submitting all tax returns on a monthly basis.
- Following up on payment legal receipts according to Tanzanian tax law.
- Ensuring all transactions are promptly and correctly captured and posted to company accounts, in compliance with the company's chart of accounts and financial policies.
- Reconciling all staff advance accounts.
- Assisting in the preparation of timely financial reports and any ad hoc financial reports.
- Ensuring that all accounting and corporate documentation is filed in accordance with Tanzanian document retention rules and internal information policy.
- Responsible for the daily administration of financial and accounting practices
- Perform accounting duties, budgeting and costing control
- Responsible for costing of production.
- Responsible for preparing and verifying the payroll of the company.
- Assist management in preparing documentation for budgeting and financial reporting procedures

- Interpret the statistical and accounting information to appraise operating results in terms of cost, budgets, and policies of operation, trends, and increased profit possibilities
- Analyze and interpret monthly operating or project performance against budget
- Budget compilation and control with analysis of monthly reports against budgets
- General improvement of the accounting system of the organization.

## **Education & Qualifications**

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- Bachelor's Degree in Accounting or equivalent

## **Requirements**

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- 4 Year's experience in Accounting field

## **Driving Licence**

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Not Required

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