

# **Job Description**

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Job Title Job Location Category

Accountant Mbeya Accounting & Bookkeeping

Job Type Job level Industry

Full Time Supervisory Logistics & Operations

Open to Expatriates

Only Open to Tanzanian Nationals

## **Minimum Requirements**

Min Budget Max Budget Primary Industry

- Logistics & Operations: 2 Years

Secondary Industry Primary Category Secondary Category

- Accounting & Bookkeeping: 3 Years -

Certificate Qualification

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### Summary

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

# Responsibilities

- 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**

· Bachelor's Degree in Accounting or equivalent

### Requirements

• 4 Year's experience in Accounting field

# **Driving Licence**

Not Required

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