



Job Description

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Job Title Accountant	Job Location Dar es Salaam	Category Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	Industry Logistics & Operations
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 3 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The accountant will be responsible for the day-to-day financial accounts of the organisation, preparing reports, capturing financial data and preparation of payroll. This person must be organized and detail-oriented.

Responsibilities

- Responsible for the daily administration of the financial and accounting practices of the company.
- Ensuring the proper filing of all financial transactions.
- Preparing and submitting all tax returns on a monthly basis.
- Following up on payment legal receipts according to Tanzanian tax law.
- Responsible for financial data entry on the accounting system
- Management of all cash payments
- Ensuring that all accounting and corporate documentation is filed in accordance with Tanzanian document retention rules and internal information policy.
- Conversant with TRA system
- Responsible for preparing and verifying payroll of the company including calculations of PAYE and SDL
- Assist management in preparing documentation for budgeting and financial reporting procedures
- Maintain general ledger
- Develop accounting and financial management systems and reports
- Analyze and interpret monthly operating or project performance against budgets
- Processing payments accurately and within expected time periods

- Verifying financial statements, ledgers, and accounts and making corrections where appropriate
- Reconciling all staff advance accounts.
- Assisting in the preparation of timely financial reports and any ad hoc financial reports.
- Assist management in preparing documentation for budgeting and financial reporting procedures
- Analyze and report on project and product costing, with recommendations for improvements
- Analyze and interpret monthly operating or project performance against budget
- General improvement of the accounting system of the organization.

Education & Qualifications

- Bachelor's Degree in Accounting or equivalent

Requirements

- Minimum of 3 years of finance and accounting experience preferably in the logistics sector
- Must have knowledge of local taxes regulations and compliances requirements
- Well conversant with the TRA System
- Clear understanding of accounting, and relevant laws and regulations
- Ability to be mobile and flexible
- Well experienced in financial reporting

Characteristics

- High levels of integrity
- Passionate, enthusiastic, and confident
- Highly motivated
- A high level of analytical, innovation, and business skills
- People management skills
- Effective time management skills and ability to meet strict deadlines
- Ability to take initiative and work under pressure
- Ability to build and manage key relationships

Reporting To

- General Manager

Driving Licence

Not Required

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