

# **Job Description**

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Job Title Job Location Category

Accountant Dar es Salaam Accounting & Bookkeeping

Job Type Job level Industry

Full Time Intermediate 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 Secondary Category

- Accounting & Bookkeeping: 3 Years -

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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