



# Job Description

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<b>Job Title</b> Accountant	<b>Job Location</b> Moshi	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Farming

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

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

## Summary

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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

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- 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**

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- Bachelor's Degree in Accounting or equivalent

## **Requirements**

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- 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**

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- 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**

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- General Manager

## **Driving Licence**

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Not Required

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