



Job Description

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Job Title Accountant	Job Location Arusha	Category Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 3 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Accountant will manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements, and calculating tax payments and returns.

Ultimately, you will provide us with accurate quantitative information on the financial position, liquidity, and cash flows of our business, while ensuring we're compliant with all tax regulations

Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly, and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Comply with financial policies and regulations

Education & Qualifications

- Excellent knowledge of accounting regulations and procedures
- BSc in Accounting, Finance or relevant degree

Requirements

- Relevant experience as an Accountant for NGOs
- Experience in Administrative work will be an added advantage.

Reporting To

Branch Coordinator

Driving Licence

Not Required

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