



# Job Description

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<b>Job Title</b> Accountant	<b>Job Location</b> Tanga	<b>Category</b> Accounting & Bookkeeping
<b>Job Type</b> Full Time	<b>Job level</b> Junior	<b>Industry</b> Manufacturing
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Accounting & Bookkeeping: 3 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Accountant will perform financial tasks and ensuring accurate and timely recording of financial transactions related to the company's manufacturing operations

## Responsibilities

- Provides financial information to management by researching and analyzing accounting data; preparing
- Prepares asset, liability, and capital account entries by compiling and analyzing account
- Documents financial transactions by entering account
- Recommends financial actions by analyzing accounting
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other
- Substantiates financial transactions by auditing
- Maintains accounting controls by preparing and recommending policies and
- Guides accounting clerical staff by coordinating activities and answering
- Reconciles financial discrepancies by collecting and analyzing account
- Secures financial information by completing database
- Maintains financial security by following internal
- Prepares payments by verifying documentation, and requesting
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with TRA financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed
- Prepares special financial reports by collecting, analyzing, and summarizing account information and

## Education & Qualifications

- Bachelors in Finance with minimum 5 years of experience in industrial manufacturing process accounting
- Tally ERP 9 Experience in mandatory in this role

## Requirements

- He/she should be a person with Operations experience from Process industry.
- History of dealing with Tanzanian Revenue Authority (TRA) on audit related queries and internal accounting processes.

## Driving Licence

Not Required

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