



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Accountant	Job Location Dar es Salaam	Category -
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 -	Secondary Category -
Certificate -	Qualification -	

Summary

We are looking for an **Accountant** for a four-year project starting in 2026. The project's vision is to economically empower 900 Tanzanian youth through enhanced employability gained from a high-quality industry-oriented education system. This should be achieved through launching a dual apprenticeship model in the electrical installation and plumbing thereby equipping young people with demand-driven skills. The project will facilitate this programme in collaboration with 30 construction companies and public and private vocational education and training stakeholders (VET) in Dar es Salaam. In the long-term, dual apprenticeship in electricity and plumbing should be institutionalized within Tanzania's VET system and apprenticeships should become a strategic HR solution for companies.

Accountant will be responsible to provide strong financial management and operational support to the project team. The role will be responsible for managing financial resources, supporting budgeting processes, facilitating payments, maintaining accurate financial records, and ensuring compliance with internal policies, donor requirements, and national regulations. In addition, the position will support audits, maintain contract documentation, and ensure all financial activities align with approved budgets and organizational procedures. The ideal candidate is detail-oriented, proactive, and committed to upholding high standards of financial integrity and accountability.

Responsibilities

- Work closely with all staff, suppliers, partners, and vendors to manage financial resources.
- Support the project team in recurrent financial activities in accordance with internal operational manuals and different guiding policies.
- Facilitate preparation of the yearly budget of operation and monthly cash advance requests.
- Facilitate payments and review accountability for meetings and workshops, submit and reconcile expense reports.
- Provide financial support to other staff including reviewing travel budget, expense reports, and maintenance of electronic and paper files.
- Conduct preparation of payment vouchers, and cheques and ensure timely settlement of all undisputed invoices.
- Support preparation of staff payroll, and payments to outside service providers.
- Monitor and reconcile balance accounts on a monthly basis.
- Provide monthly project financial analysis and recommendations.
- Work with the project staff to ensure project activities are aligned with the approved budget.
- Guide and ensure compliance with relevant regulations such as from Non-Governmental Organisations (NGO) board, country-specific and any other financial obligations such as tax returns and annual Financial Statements
- Provide support to project staff and stakeholders in areas related to finance and accounting.
- Maintain and archive all contracts including annexes for all assigned grants, both electronic and hard copy.
- Work with the Project Manager and the Head of Business Administration in organizing biannual and annual audits according

to Head Office instructions.

Education & Qualifications

- At least a bachelor's degree in accounting, finance, business management or in a related subject and/or relevant work experience.
- Accounting certification such as a Certified Public Accountant (CPA), or Association of Chartered Certified Accountants (ACCA).
- Excellent verbal and written English and organizational skills.
- Excellent ability to use Microsoft office package (Word, Excel, and PowerPoint).

Requirements

- At least 3 years of relevant experience with finance and accounting in an organization.
- Experience building financial tracking and reporting systems including an understanding of accounting software.

Characteristics

- Excellent organization skills with a problem-solving attitude
- Attention to detail, honesty, integrity, and transparency.

Driving Licence

Not Required

To Apply for This Job [Click Here](#)