



Job Description

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Job Title Accounting Clerk	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

To provide accounting, analytical and reporting support within the Finance department, ensuring that all financial data are accurately processed into the accounting system, and that all accounting processes are aligned with internal company policies and procedures and the Lottery License Agreement.

Responsibilities

- Generally Accepted Accounting Practices
- Sage Pastel Partner
- Knowledge of the application of data processing and terminology as it applies to maintaining financial control and accounting records
- Proficiency in Business English
- Proficiency in Intermediate MS Excel
- Time management skills
- Analytical thinking
- Ability to collect and organize accounting data and interpret its significance
- Excellent communication skills, telephone etiquette and conflict management skills
- English and other African languages preferred
- Numeracy skills

Education & Qualifications

- Diploma in accounting or related fields

Requirements

- 2+ years of experience in the accounting field

Reporting To

- Finance Manager

Driving Licence

Not Required

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