



Job Description

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Job Title Finance Manager	Job Location Dar es Salaam	Category Finance
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 Finance: 3 Years	Secondary Category -
Certificate Certified Public Accountant / NBAA	Qualification Degree	

Summary

We are looking for an experienced Finance Manager with hands-on experience in managing SAP or ERP.

Responsibilities

- Total books of accounts maintenance of day today
- Bank reconciliation.
- Foreign currency conversion
- Online payments
- Sundry Debtors and creditors
- Cashbook and bank books maintenance
- Purchase order razing
- Preparation of business costing and year budget
- Ledger maintenance
- Online fund management of within company bank accounts
- Statutory obligations of TRA / Income Tax / NSSF and liaison with government departments involved in export and import business.
- Well versed with preparing annual balance sheet preparation
- P &L and costing
- Banking of export documents and fund transfer follow-ups
- Fund flow analysis
- Working knowledge on any ERP / Tally / Focus / Odo / Sage. Expertise in excel workings
- Statutory audit compliances of company books of accounts and balance sheet preparation.
- Good relationship management with banks
- Caliber to give projections of business to banks and arrange short term and long term loans requirement working capital

Education & Qualifications

- Bachelor of Accounting or Finance

Requirements

- At least 4 years of experience in a Finance roles

Reporting To

- Country Manager

Driving Licence

Not Required

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