



Job Description

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

Job Title Accounts & Tax Manager	Job Location Dar es Salaam	Category Tax Management, Accounting & Bookkeeping
Job Type Full Time	Job level Manager	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 3 Years
Secondary Industry -	Primary Category Tax Management: 5 Years	Secondary Category Accounting & Bookkeeping: 5 Years
Certificate -	Qualification -	

Summary

The role require someone with both Tax and Accounting experience

Responsibilities

General Accountancy and Administration

- Application of the Group financial reporting rules and accounting standard through SAP general ledger
- Coordination of monthly closing process along with Budget & Reporting Manager and reconciliation of general ledger accounts for the company
- Coordination of relationship with shared service center
- Monitoring of adherence to Group accounting procedures with quarterly KPIs
- Presenting audited financial statement to MANCOM
- Verification of the accurate and timely quarterly and annual consolidation report
- Asset portfolio optimization (Disposal of non-performing/redundant assess) determine tax and accounting impact.
- Drafting and reviewing internal procedures regarding accounting and accounting & Tax services.
- Review and signature of financial statements.

Auditing Coordination for yearly financial statements

- Preparation of yearly financial statements
- Work with group external auditors to ensure we obtain unqualified opinion and efficiently handle audit process.

Tax administration

- Responsible for the Company's tax compliance, tax planning, accounting for income taxes and preparation of tax returns
- Maintaining relation with TRA, tax advisers and advise other department on all tax matters
- Point of contact for tax authorities.
- Monitoring and advice executive management on tax matters
- Close relationship with senior management on M&A projects when required
- Coordinate tax audits and other regulatory review and investigation

Insurance administration

- Coordinate all insurance matters i.e. optimization of policies, renewals, periodic declarations, lodging, and follow-up claims

Education & Qualifications

- Bachelor's degree or Equivalent in Finance/Accounting/Business Management with emphasis in Accounting – Professional qualified –CPA/ACCA

Requirements

- Five years prior supervisory experience in accounting areas, experience working with large multinational organizations

Characteristics

- Strong interpersonal, supervisory and customer service skills required
- Conversant with all process in SAP (MM, SD, FI), strong analytical skills and proficiency on Ms office (Excel, power point and Word doc)
- Ability to Multi-task, work under pressure, meet deadlines and be able to thrive in fast – paced work environment

Driving Licence

Not Required

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