



Job Description

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

Job Title Assistant Accountant	Job Location Mbeya	Category Accounting & Bookkeeping
--	------------------------------	---

Job Type Full Time	Job level Intermediate	Industry Logistics & Operations
------------------------------	----------------------------------	---

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 1 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 1 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Responsible for assisting the Accountant in capturing all financial data. This person must be organized and well detail-oriented.

Responsibilities

- Responsible for the daily administration of the financial and accounting practices of the company.
- Perform accounting duties as directed including budgeting and costing control
- Responsible for financial data entry on the accounting system
- Assist management in preparing documentation for budgeting and financial reporting procedures
- Interpret the statistical and accounting information to appraise operating results in terms of cost, budgets, and policies of operation, trends and increased profit possibilities
- Maintain general ledger
- Develop accounting and financial management systems and reports
- Analyze and interpret monthly operating or project performance against budgets
- Processing payments and invoices accurately and within expected time periods
- Verifying financial statements, ledgers, and accounts and making corrections where appropriate

Education & Qualifications

- Bachelors Degree in Accounting or Equivalent

Requirements

- Minimum of 2 years of work experience.

Reporting To

Accountant

Driving Licence

Not Required

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