



Job Description

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Job Title Assistant Accountant	Job Location Dar es Salaam	Category Accounting & Bookkeeping, 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 Accounting & Bookkeeping: 2 Years	Secondary Category Finance: 2 Years
Certificate -	Qualification -	

Summary

The Accounts Assistant of Simusolar manages the financial capture, analysis and reconciliations of a rapidly growing organisation. You will be responsible for the accounts payable function and all reconciliations. You will also ensure compliance with policies and periodically evaluate the processes to manage the organisation's finances. Reporting to the Finance Manager, you are critical to the reporting of accounting information and financial reporting.

Responsibilities

Accounts Payable

- Manage Accounts Payable function.
- Ensure all weekly sales, field services and operation budgets are paid timely.
- Ensure all invoices are paid timely.

Cash management

- Ensure all cash book and petty cash budgets are retired properly.
- Ensure all cash receipts are properly booked in the correct expense accounts. - Reconcile all cash book and petty cash reports weekly.
- Reconcile Bank and Mobile Money accounts
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Inventory management

- - Coordinating with Logistics & Inventory Department in stock monitoring
- - Prepare monthly inventory reconciliations and stock valuation

Accounting / Bookkeeping

- - Manage the books and ensure timely monthly close;
- - Recommend improvements to policies for financial accountability;
- - Coordinate the provision of information to external auditors for the annual audit;

Governance

- - Improve financial policies to manage cash, operational, and other risks;
- - Conduct periodic internal audits to measure compliance and identify areas for improvement.
 - ○ Timely preparation of reconciliations;
 - - Timely, accurate closing of the accounting books;
 - - Timely internal audits demonstrating both compliance and areas for improvement;
 - - Compliance with all TRA requirements and regulations: no surprises.

Education & Qualifications

- - Bachelor Degree in Accounting/ Finance or Advanced Diploma in Accountancy
- - Registered with the National Board of Accountants and Auditors(NBAA)
- - CPA Candidate/ACCA Level 1 or 2 is an added advantage
- - Fluent in English and Swahili.

Requirements

- Minimum 3 years' experience in accounts payable and reconciliations - Fluent with Microsoft Excel;
- - Comfortable with accounting software, preferably Xero;

Reporting To

Finance Manager

Driving Licence

Not Required

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