



Job Description

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Job Title Assistant Financial Accountant	Job Location Zanzibar City	Category Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	Industry Real Estate

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 3 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

As part of the Shared Service Centre (SSC), the Assistant Financial Accountant will be responsible for processing and reconciling a wide variety of accounting, Documents such as invoices, departmental billings, employee reimbursements, cash, Receipts, vendor statements, and journal vouchers; review and code financial information; prepare, process documents and prepare reports; compile and review information for accuracy, and maintain records.

Employees in this job will be assisting the Finance department in the management of companies' expenses and Revenue information by keeping track of proper entries and manner as per Accounting Standards.

Responsibilities

- Being responsible for all bookkeeping entries of the company on department and job level (Cost center)
- Payment of staff advance in order to support staff in carrying out their daily duties
- Reconciliation and maintenance of staff advance account
- Posting of month-end adjustments
- Managing and processing payments to suppliers and ensuring that they are properly accounted for
- Prepare and posting of prepayment and Amortization.
- Prepare and posting of provisions and Accruals.
- Filling of vouchers on daily basis and ensuring they are properly maintained.
- Assisting the internal auditors, compliance, and external auditors on the provision of supporting documents and other financial information when requested.
- Daily reconciliations of General Ledgers.
- Assisting Financial, Management, and Receivable accountant in the preparation of Weekly and Month end reports in the Finance department
- Assisting Financial and Management accountants in the preparation of tax returns as per the stipulated regulatory deadlines.
- Any other assignments as directed by Supervisor
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Education & Qualifications

- A university degree, Advance diploma preferably in Accounting or equivalent.
- The candidate must possess good report writing and analytical skills.
- Proficiency in Excel and computerized accounting packages is a must.

Requirements

- Proven working experience in Finance department, with at least 3 years experience

Characteristics

- Problem Solving - Identifies and resolves problems in a timely manner.
- Decision-maker - Manages difficult or emotional decisions in any situation; Responds promptly to the needs; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback.
- Ethics - Works with integrity and ethics.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure.
- Quality - Demonstrates accuracy and thoroughness.
- Attendance/Punctuality - Is consistently at work and on time.

Driving Licence

Not Required

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