



Job Description

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

Job Title Chartered Accountant	Job Location Dar es Salaam	Category Accounting & Bookkeeping
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 Manufacturing: 2 Years	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category -
Certificate -	Qualification -	

Summary

A professional Accountant accredited by an internationally recognized accounting board.

Responsibilities

- Verify, allocate, post, and reconcile accounts payable and receivable
- Timely Review & Produce Bank Reconciliation, Vendor/Customer, Cash & Branch Account Reconciliation.
- Ensure Timely Submission of Monthly VAT, With Holding, PAYE, SDLreturns. Half yearly P9 -P10 & with holding returns.
- Produce error-free accounting reports
- Analyse financial information and summarise financial status
- Spot errors and suggest ways to improve efficiency and accuracy in record keeping.
- Provide technical support and assist CFO in preparation & presentation of Monthly Management Accounting, And Other Monthly/Quarterly Management Report.
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial Budgets & Forecast exercise
- Provide input into department's goal setting process
- Prepare financial statements according to schedule
- Assist with tax audits, tax returns.
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Liaise with CFO and Group CFO to improve financial procedures
- Other Reporting and/or Analytical tasks as and when assigned

Education & Qualifications

- In-depth understanding of **Generally Accepted Accounting Principles (GAAP)**
- Hands-on experience with accounting **ERP software packages**
- Advanced MS Excel skills including **VLOOKUP** and **Pivot tables**
- Degree in **Accounting, Finance** or relevant
- Relevant certification (e.g., **CMA or CPA**) will be preferred

Requirements

- **2 years** Proven experience as **Senior Accountant**
- Thorough knowledge of basic accounting procedures
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills

Driving Licence

Not Required

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