



# Job Description

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<b>Job Title</b> Chief Accountant	<b>Job Location</b> Dar es Salaam	<b>Category</b> Accounting & Bookkeeping, Finance
<b>Job Type</b> Full Time	<b>Job level</b> Senior Manager	<b>Industry</b> -
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> Accounting & Bookkeeping: 5 Years	<b>Secondary Category</b> Finance: 2 Years
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

For more information please see job description

## Responsibilities

- Review the accuracy and completeness of transactions posted into the system by finance team.
- Prepare monthly management accounts for review and approval by financial controller.
- Review and sign off monthly balance sheet reconciliations.
- Coordinate with finance team to ensure that monthly financial reports are completed on time.
- Liaise with internal and external auditors, tax and other regulatory bodies on matters relating to financial transactions of the company.
- Review and sign off monthly payroll reports.
- Ensure that VAT, WHT, Corporate tax and other statutory and regulatory taxes are filed on time.
- Ensure monthly account schedules are prepared by finance team and signed off.
- Preparation of annual statutory financial statements.
- Prepare adhoc financial reports required from time to time.
- Assist in budget preparation and expense management activities for assigned accounts.
- Supervising and supporting finance staff on daily tasks.
- Respond to accounting inquiries from management in a timely manner.
- Perform financial analysis and reporting to management as needed.
- Other duties that may be assigned from time to time.

## Education & Qualifications

- Professional Certificate from any of the recognized accounting bodies (NBAA, ACCA, CA, etc)
- Bachelors Degree in a related discipline would be an added advantage

## Requirements

- Minimum of 3 years work experience in a senior position.
- High level of written and verbal English.
- Knowledge of Oracle Financial System would be an advantage.

## Driving Licence

Not Required

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