



Job Description

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Job Title Chief Accountant	Job Location Dar es Salaam	Category Accounting & Bookkeeping
Job Type Full Time	Job level Manager	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Accounting & Bookkeeping: 4 Years	Secondary Category -
Certificate Certified Public Accountant / NBAA	Qualification -	

Summary

We are looking for Chief Accountant to oversee accounting functions in a manufacturing firm. The role requires a proactive and well-experienced Accountant with more than 5 years in the accounting function.

Responsibilities

- Supervising day to day accounting activities, including updating a general ledger, prepare weekly and monthly cash flow plan.
- Supervise the preparation of monthly financial reports (balance sheet, income statement, and statement of cash flow)
- Manage the budget preparation process, compare budget vs actual on monthly basis and analyze the variance for monitoring and managing financial KPI.
- Managed annually statutory audit.
- Leading, managing, and developing the team of accountants and ensure effective management and control of the accounting function.
- Ensure day-to-day accounting functions are maintained and improved, including accounting information, proper coding of accounting transactions, and timely posting into our accounting system.
- Ensure strict compliance with all statutory requirements and accounting practices are in accordance with International Financial Reporting Standards(IFRS).
- Undertake analytical reviews of all accounting records, auditing entries to ensure accuracy and controls. Identify and recommend implementation of cost control measures
- To assume responsibility for cost control measures and to analyze cost variations
- Responsible that all statutory reports are submitted and liaison with Tax Authorities in all tax-related issues
- Ensure day-to-day accounting functions are maintained and improved, including accounting information, proper coding of accounting transactions, and timely posting into our accounting system.
- Review the accuracy and completeness of transactions posted into the system by the finance team.
- Review and sign off monthly balance sheet reconciliations.
- Coordinate with the 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 the finance team and signed off.
- Prepare ad-hoc financial reports required from time to time.

- 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

- Graduate University Degree (Accounting / Finance) with strong academic results
- Must have CPA or ACCA certification

Requirements

- At least 5 years of experience in an Accounting function

Driving Licence

Not Required

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