



Job Description

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

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Pharmaceutical: 3 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Chief Accountant role involves assisting senior management in the maintenance, reporting and management of the company finances.

Responsibilities

- Assisting in timely and accurate preparation of monthly management accounts, annual financial statements, and other ad hoc reports ensuring that predetermined reporting deadlines are met.
- Preparation of the mid-month and month-end payrolls, ensuring that all statutory deductions are accurately calculated and deducted.
- Establishing a high level of credibility and managing strong working relationships with external parties such as suppliers and regulatory authorities
- Raising debit notes for expenses paid on behalf of principal companies on a monthly basis
- Administration of cash flow management and treasury activities in liaison with the Financial Controller
- Managing daily bank balances and circulating the daily cash position report in Tsh and USD accounts, and transferring funds where required.
- Monthly reconciliation of USD bank accounts
- Reviewing and signing on payment requests and cheques ensuring that all payments are accompanied by properly authorized supporting documents
- In liaison with the Financial Controller, developing, updating & implementing finance process and procedure manuals and identifying and managing risks within the finance department, and assisting in the implementation of sound internal controls and resolution of identified internal control deficiencies.
- Product costing and preparation of cost sheets for imported products
- Conducting stock takes and circulating product expiry reports on a weekly basis

Education & Qualifications

- 5 years of progressive experience preferably in a large or reputable organization/audit firm.
- Professional qualification such as CPA/ACCA/CIMA/CA is a distinct advantage

Requirements

- Bachelor's degree in Accounts and Finance/Commerce

Characteristics

Technical Knowledge/ Skills:

- Professional written and verbal communication skills.
- Thorough knowledge of accounting concepts and International Financial Reporting Standards (IFRS)
- Ability to deliver clear communications and foster excellent working relationships with peers and management.
- Advanced knowledge in use of Excel, and ERP Systems (preferably Oracle, SAP or Ebizframe)
- Accuracy and attention to detail.
- Hands-on experience with accounting softwares.
- Awareness of Business trends.
- Aptitude for numbers and Quantitative Skills.
- Team player with unquestionable integrity.

Behavioral / Attitude Competencies:

- Respect for others.
- Strong Leadership
- Sociable
- Result oriented.
- Open and Decisive.

Reporting To

Financial Controller

Driving Licence

Not Required

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