



Job Description

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

Job Title Chief Accountant	Job Location Iringa	Category Finance
Job Type Full Time	Job level Head of Department	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Finance: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The key function of Chief Accountant is to prepare and produce Monthly Management Reports and Financial statement timely and in accurate manner, handle all taxation matters, preparation of budget and budgetary control, Treasury management, Chief Accountant should ensure produced reports are supported by reconciliations and auditable financial records.

The role includes reviewing and development of Financial processes that will ensure the ongoing needs of the business are timely met and custodian of internal control.

Responsibilities

1. Finance Lead

- Ensure effective management and control of the centralized accounting function and including direct supervision of the Accounting Team
- Ensure the day-to-day accounting functions are maintained and improved, including accounting information, proper coding of accounting transactions and timely posting into accounting system.
- Effectively control of day-to-day accounting functions including stock control, recording and fixed assets register
- To advise management on matters related to Accounting and Finance and make sure that all the accounting practices are in accordance with IFRS

2. Authority to sign Finance Documents

- Authority to sign all Statutory accounts whenever it is required; e.g. Tax Returns and AFS as per NBAA requirements.

3. Internal Control and Processes

- Undertake analytical reviews of all accounting records, auditing entries, to ensure accuracy and controls.
- Identify and implement cost control measures

4. Taxation

- Ensure compliance with tax laws and other statutory requirements
- Ensure timely preparation and filling of VAT Returns, Provisional Tax Returns, WHT returns, SDL and PAYE
- Coordinate and assist tax auditors on sourcing information for Tax Audit purposes
- Liaison with Tax Authorities on all tax related matters.

5. Compliance

- Ensure strict compliance to all statutory requirements and accounting practices are in accordance with International Financial Reporting Standards (IFRS).
- To ensure strict compliance to all regulations and statutory payments requirements,
- Timely update Management in relations to changes in financial regulations and legislation pertaining to Tanzania

6. **Budgeting and Forecasting**

- Preparation and consolidation of the Companies' budget in line with the Group target

7. **Reporting**

- Provide high-quality monthly management and annual financial reports to the General Manager and the Group Accounting Manager
- Responsible for supervision of preparation of monthly financial reports (balance sheet, income statement and statement of cash flow)

8. **Documentation/ Record Keeping**

- Responsible for upkeep and filing of all the companies' financial documents.

9. **Statutory Audit**

- Assist external Auditors sourcing the necessary information for smooth audit exercise
- Act as the link between the Company and external Auditors, and therefore should provide all the necessary support during and after the field work.

10. **Cost Control and EBITDA improvement**

- Assume responsibility for cost control measures and advise management accordingly for timely implementation.
- Analyze the budgeted P&L versus actual and provide clear variance reports to Management along with proactive plans to prevent budget variances

11. **ERP and Reporting**

- Ensure proper maintenance of all accounting information and timely posting into accounting system (ERP X3).

12. **Team Development**

- Responsible for Career development with the Finance Department, this includes knowledge sharing, job rotational for both individual development and business continuity on the company side.

Education & Qualifications

Bachelor Degree in Accounting, Post Graduate in Business related field.

CPA is a Must

Requirements

Able to work independently with an eye of high level of Prioritizing;

Task-focused and pro-active approach;

Strong organizational, time management skills;

High standard of numeracy and accuracy with attention to detail;

Confident, effective and simple communication with clients at all levels;

Strong leader character

Driving Licence

Not Required

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