



# Job Description

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

<b>Job Title</b> Chief Accountant	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Supervisory	<b>Industry</b> Oil & Gas
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 7 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

We are looking for a highly skilled and detail-oriented Chief Accountant to perform financial analysis and reporting to management as needed, while ensuring accuracy and efficiency in all accounting operations. The role involves overseeing month-end accounting activities, including journal entries, and coordinating with the finance team to complete assigned tasks within deadlines.

The Chief Accountant is in charge of:

- All accounting activities of both financial and management accounting
- Preparing financial and performance reports
- Assisting departments with annual budgets and reviews
- Internal control and tax studies
- Management and development of the team under his/her leadership

## Responsibilities

### Managing accounting and controlling

- Make sure accounting entries are IFRS and IAS compliant
- Make sure cost centers and profit centers posting are correct
- Make sure allocation of entries to different functions is done properly
- Review all credit limits and new customers' category
- Ensure that finished goods are adequately controlled
- Ensure internal controls are working properly
- Mitigate all financial risks
- Review of personal accounts for unaccounted expenses
- Prepare a performance review and variance analysis report and follow up
- Review monthly general ledgers open items
- Make sure all entries are properly supported
- Review of all bank reconciliations
- Review all aging reports, Accounts payable and accounts receivable
- Proper accounting, reporting and management of company Fixed Assets

### Day to day Transactions

- Review approves and post journal entries and other transactions in JDE
  - o Inventory Journals,
  - o Sales journals,
  - o Purchases Journals

- o Payments Journals
- o Adjustment Journals
- o Other journals
- Make sure cost centers and profit centers posting are correct
- Review and approve payments vouchers
- Review new prices
- Review and approval of capital expenditure applications
- Perform ad hoc reviews on stock, etc
- Review and approve bank recons
- Review Payroll and salaries

#### **Preparation of Monthly, Quarterly and Annual management accounts**

- Review the trial balance and ensure that it is correct
- Ensure proper cut off for sales, purchases, debtors, creditors etc.
- Prepare monthly reports including reviews and analysis and follow- all significant discrepancies
- Prepare comments on monthly results
- Ensure accruals and provisions are correctly processed as part of cut off procedure.
- Explain significant variances thereof
- Coordinate all functions monthly and quarterly reports,
- Preparing periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries
- Review monthly general ledgers open items
- Make sure all entries are properly supported
- Review of all bank reconciliations
- Ensure that inter-company reconciliations are completed correctly and on time
- Review all aging reports, Accounts payable and accounts receivable
- Review balances and advice estimate for provisions or write offs
- Enter monthly, quarterly, budget and forecast reports in HFM on time
- Review monthly and quarterly accounts for accuracy and reasonableness whilst challenging the key assumptions included in the forecast and budget.

#### **Preparation and consolidation of the financial statements in accordance with IFRS**

- Prepare local statutory financial statements
- Ensure compliance with IFRS and IAS
- Attend Auditors queries and respond to their management letter
- Prepare audit schedules and files and assist auditors in performing their duties
- Timely submission of IFRS compliant financial statements

Ensure tax and statutory Compliance.

- Ensure that tax returns have been properly filed
- Ensure timely payment of all taxes including import taxes
- Ensure optimal tax planning.
- Respond to tax queries
- VAT returns
- Corporate tax
- Ensure tax compliance

Treasury Functions.

- Ensure that bank recons are correct and up to date
- Ensure that bank transactions are valid and any deviations are identified and dealt with on timely manner
- Ensure that collections and payments are made on time.
- Prepare daily cash position report and advice optimal cash allocation
- Reconcile interest and bank charges are in line with contractual terms
- Prepare weekly, monthly and annual cash forecasts
- Review of FX deals
- Preparation of annual and strategic (long term) plans
- Prepare and control overall company budgets
- Review income statement to achieve desired Operating Company Contribution
- Make sure all costs have been included and calculations are correct
- Make balance sheet projection
- Forecasts cash flow
- Review capital expenditures and schedule timing per cash flow

#### **Staff Management, Training and leading the team**

- Train subordinates
- Performance appraisal
- Supervise accounting staff
- Coaching
- Making transfers, promoting
- Stock Management and Cost Accounting
- Ensure that product costing is done and reflect actual situation perform correct stock valuation and stock control and management.
- Ensure expenditures are in line with the budget and control expenses
- Prepare stock reconciliation reports and take necessary actions
- Ensure product costing and pricing correctly and that the sales prices are bringing desirable margins to the company.
- Perform all costing transactions/functions when stock accountant is absent

#### **JDE and Payment Key User:**

Evaluating user needs and system functionality and ensuring that IT facilities meet these needs;

- Providing users with appropriate support and advice;
- Training JDE users and providing functional support
- Single point of contact for all JDE testing and upgrade
- Attend to all end-user issues and ensure business continuity
- Liaise with help desk/IORGA for changes in JDE
- Attend any queries relating to GL and cost center issues
- Ensure payment payroll system is performing well and Liaise with IT and payment consultants to upgrade the payroll system as required.
- Deputise for the Finance Manager as and when required

Perform any other relevant tasks as may be required from time to time

#### **Education & Qualifications**

---

- Bachelor of Commerce (B.Com) in Accounting or a Master's degree
- CPA or ACCA professional qualification.

#### **Requirements**

---

- 7+ years' experience in general accounting or tax accounting
- Experience with computerized ledger systems

#### **Characteristics**

---

- Advanced knowledge of Excel and computer literacy is essential
- Experience in the analysis of management accounts and preparation of working papers
- Good oral, written and interpersonal skills as well as excellent presentation, mathematical and analytical skills.
- Ability to multi-task, to meet deadlines and to be innovative in a high-pressure environment
- Effective communication and reporting skills across the business is essential

#### **Driving Licence**

---

Not Required

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