



Job Description

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Job Title Chief Accountant	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Supervisory	Industry Oil & Gas

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

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

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

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