



Job Description

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Job Title Finance and Administration Officer	Job Location Nairobi	Category Finance, Admin & Clerical
Job Type Full Time	Job level Intermediate	Industry Real Estate
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 2 Years
Secondary Industry -	Primary Category Finance: 2 Years	Secondary Category Admin & Clerical: 2 Years
Certificate -	Qualification -	

Summary

The Finance and Administration Officer is responsible for performing a variety of financial (such as recording financial income and expenses transactions, producing reports, petty cash handling) and administrative duties (such as office rental, staff movements, office acquisitions) and will report to the Head of Operations who resides in the Head Office in Zanzibar. He/ She will maintain accurate records and is required to remain compliant with all laws and company policies at all times.

Responsibilities

Finance Accountabilities:

- Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks
- Manage accounts receivable and accounts payable
- Review and process reimbursements
- Prepare, track, and reconcile ledgers and budgets
- Prepare and submit payroll
- Create financial and inventory reports
- Prepare and file company tax documents
- Identify and correct miscalculations and financial discrepancies
- Run and update databases
- Develop and streamline operational efficiencies
- Contact delinquent accounts
- Stay current with all regulations, requirements, and laws

Administrative Accountabilities

- Front desk customer service, including answering phones and greeting guests
- Keep a tidy and appropriate reception area
- Manage schedules for appointments and deadlines
- Take clear messages and communicate effectively with customers, clients, team members, and management
- Develop and maintain administrative processes
- Keep an organized file system

Education & Qualifications

- **Education and/or Experience:** Bachelor's degree in Finance, Accounting, or related field.

- Practical experience with accounting software (such as QuickBooks, Tally and ERPs), spreadsheets tools (such as MS Excel, Google Sheets) and document tools such as Google Docs and MS

Requirements

- Proven work experience of at least one (1) year as a Finance and Administration Officer or a similar role.
- Experience in Real Estate Projects, Landscaping or related fields

Required Knowledge, Skills and Abilities

- **Language Skills:** Ability to read, analyze, and interpret, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical
- **Analytical Skills:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete
- **Computer Skills:** Knowledge of Microsoft Excel, Microsoft Outlook, and Microsoft Word Knowledge of G Suite preferred.

Characteristics

Other Skills and Abilities

- A solid understanding of bookkeeping procedures including crediting and debiting appropriate accounts, posting entries to ledger accounts, and reconciling accounts
- Effective written and verbal communication skills
- Works well in a team environment and with upper management
- High level of critical thinking and logical analysis
- Good organizational and time management skills
- Able to work well under pressure and meet all deadlines
- Always keeps the highest standards of compliance and confidentiality

Personal Attributes

- Teamwork
- Adaptability
- Proactiveness

Reporting To

Head of Operations

Driving Licence

Not Required

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