



# Job Description

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| <b>Job Title</b><br>Finance Assistant                          | <b>Job Location</b><br>Dar es Salaam | <b>Category</b><br>-                       |
| <b>Job Type</b><br>Full Time                                   | <b>Job level</b><br>Intermediate     | <b>Industry</b><br>Oil & Gas, Construction |
| <b>Open to Expatriates</b><br>Only Open to Tanzanian Nationals |                                      |  |

## Minimum Requirements

|  |                              |   |
|--|------------------------------|---|
| <b>Min Budget</b><br>-                             | <b>Max Budget</b><br>-       | <b>Primary Industry</b><br>Oil & Gas: 3 Years |
| <b>Secondary Industry</b><br>Construction: 2 Years | <b>Primary Category</b><br>- | <b>Secondary Category</b><br>-                |
| <b>Certificate</b><br>-                            | <b>Qualification</b><br>-    |   |

## Summary

The role of the Finance Assistant is to assist proper Book keeping, sharing documents with accountants Cost allocation and AP management in the Finance Department.

## Responsibilities

- Day-to-day support of our accounts payable process
- Assist Other Department with reconciliations.
- Provide support in preparing Month-End financial accruals.
- Provide support in planning for facility supplies demand.
- Support creation and management of financial reports to support the business.
- Support Accountants in responding to audits.
- Proper Bookkeeping and Record management for all accounting activities
- Support Cost allocation analysis for Proper reporting.
- Day-to-day support of cost tracking and management
- Maintain and manage the record retention and archiving program for company products and source code.
- Support Financial Controller and Business Controller
- Any other tasks assigned by Financial /Business control.

## Education & Qualifications

A holder of a bachelor's degree or diploma in finance or business accounting or related clas

Must have CPA or ACCA

## Requirements

Minimum 3 years of proven experience in finance, accounting, or a related field.

Experience and understanding in:

- **Cash flow knowledge**
- **ERP Practical experience**

- Tax Knowledge
- GL Account Management
- AP Processing and Management
- AR Processing and Management

### Characteristics

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- MS Office skills, in particular strong Excel skills are essential.
- Result oriented and capable of working with strict guideline.
- Responsible, accountable, proactive
- Fluency in English, any other language will be considered a plus

### Reporting To

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Business Controller/ Finance Controller

### Driving Licence

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Not Required

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