



Job Description

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Job Title Finance Assistant	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Oil & Gas, Construction

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 3 Years
Secondary Industry Construction: 2 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

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 class- CPA will be an added advantage.

Requirements

1-3 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

- 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

Business Controller/ Finance Controller

Driving Licence

Not Required

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