



# Job Description

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<b>Job Title</b> Finance Assistant	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Oil & Gas, Construction
<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: 3 Years
<b>Secondary Industry</b> Construction: 2 Years	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## 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

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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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