



# Job Description

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|------------------|---------------------|-----------------|
| <b>Job Title</b> | <b>Job Location</b> | <b>Category</b> |
| Finance Manager  | Dar es Salaam       | Finance         |

|                 |                  |                 |
|-----------------|------------------|-----------------|
| <b>Job Type</b> | <b>Job level</b> | <b>Industry</b> |
| Full Time       | Intermediate     | -               |

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

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|                                    |                         |                           |
|------------------------------------|-------------------------|---------------------------|
| <b>Min Budget</b>                  | <b>Max Budget</b>       | <b>Primary Industry</b>   |
| -                                  | -                       | -                         |
| <b>Secondary Industry</b>          | <b>Primary Category</b> | <b>Secondary Category</b> |
| -                                  | Finance: 3 Years        | -                         |
| <b>Certificate</b>                 | <b>Qualification</b>    |                           |
| Certified Public Accountant / NBAA | Degree                  |                           |

## Summary

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We are looking for an experienced Finance Manager with hands-on experience in managing SAP or ERP.

## Responsibilities

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- Total books of accounts maintenance of day today
- Bank reconciliation.
- Foreign currency conversion
- Online payments
- Sundry Debtors and creditors
- Cashbook and bank books maintenance
- Purchase order razing
- Preparation of business costing and year budget
- Ledger maintenance
- Online fund management of within company bank accounts
- Statutory obligations of TRA / Income Tax / NSSF and liaison with government departments involved in export and import business.
- Well versed with preparing annual balance sheet preparation
- P &L and costing
- Banking of export documents and fund transfer follow-ups

- Fund flow analysis
- Working knowledge on any ERP / Tally / Focus / Odo / Sage. Expertise in excel workings
- Statutory audit compliances of company books of accounts and balance sheet preparation.
- Good relationship management with banks
- Caliber to give projections of business to banks and arrange short term and long term loans requirement working capital

## **Education & Qualifications**

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- Bachelor of Accounting or Finance

## **Requirements**

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- At least 4 years of experience in a Finance roles

## **Reporting To**

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- Country Manager

## **Driving Licence**

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Not Required

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