



Job Description

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Job Title Financial Accountant	Job Location Dar es Salaam	Category Accounting & Bookkeeping, Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	Industry Poultry & Eggs
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category Accounting & Bookkeeping: 2 Years
Certificate -	Qualification -	

Summary

Reporting to the Controller, the Financial Accountant is responsible for accounts payable, accounts receivable, fixed asset and general accounting, bridging the gap between procurement, warehouse, sales, and financial departments.

Responsibilities

- Relentless commitment to good governance and ethical business practices.
- Embody company Core Values: imagination, partnership, humility, courage, relentlessness, and forthrightness.
- Follow company policies, procedures, and all contractual obligations.
- Apply all maintain all applicable Tanzania Revenue Authority regulations
- Apply and maintain all applicable food and feed safety standards and requirements.
- Comply with Quality, Health, Safety and Environment (“QHSE”) policies and rules to ensure a safe and healthy work environment.

0. The Financial Accountant will be responsible for:

Accounts Payable

- Entering and uploading incoming invoices into the AP system
- Tracking expenses and processing expense reports
- Reconcile AP transactions, including bank statements
- Processing payments in compliance with financial policies and procedures Accounts Receivable
- Prepare bills, invoices and perform reconciliation for all invoices issued.
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues
- Prepare debtors and creditors detailed reports including action items for follow up.
- Improve and implement debt collection processes when there are any overdue invoices and follow up for payment.
- Prepare new credit applications for evaluation and conducting client credit checks reviewing credit history of existing and potential clients.

Fixed Assets

Completion of the monthly accruals, journals, fixed assets schedules and depreciation schedules. General Accounting

- Ensure financial records comply with company policies and accounting principles.
- Assist in process improvement and systems enhancement initiatives
- Assist in preparing necessary documentations for annual financial audits.
- Assist in Month end close of the General Ledger.
- Work in special projects as required

Education & Qualifications

- Minimum of a bachelor's degree in Accounting, Finance, Business Administration, Commerce or equivalent. ACCA/CPA will be an added advantage.
- Minimum of 2 years' experience
- Strong commercial and business acumen
- Process and deadline driven mindset with a keen eye for detail and accuracy.
- Critical thinking and problem-solving skills.
- Excellent written and verbal communication skills
- Excellent organisational, analytical, and time-management skills.
- Computer Literate – Strong Excel skills and the ability to use MS Office suite.
- Experience with QuickBooks a plus

- Ability to perform data and statistical analysis to spot trends and anomalies
- Good team skills and ability to self-manage

Requirements

- Proven work (2) years' experience as a financial accountant in related field is a plus
- Hands on experience with MS Office suite
- Understanding of sales performance metrics
- Excellent organisational and multitasking skills
- A team player with high level of dedication
- Ability to work under strict deadlines

Driving Licence

Not Required

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