



Job Description

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Job Title Financial Assistant	Job Location Dar es Salaam	Category Accounting & Bookkeeping
Job Type Full Time	Job level Intermediate	
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 2 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category -
Certificate Certified Public Accountant / NBAA	Qualification -	

Summary

To assist Financial Controller in reporting financial data to management, extracting maximum value and providing for the accounting and financial needs of the company

Responsibilities

Accounting

- Assist Financial Controller in completing of the monthly financial close
- Assist Financial Controller in preparing all month end journals
- Help Financial Controller in the reconciliation of all balance sheet accounts and accruals
- Responsible for petty cash register
- Assist sales team in payment collection
- Responsible for accounts receivable records (checks, banks transfers and cash payments)
- Responsible for daily bookings and invoices register – coordinate with Customer Services
- Assist Financial Controller in timelessly paying monthly contracts (incl utilities)

Financial Reporting

- Timely, accurate completion of the monthly financial close

- Assist Monthly and quarterly reports to HQ
- Assist Preparation of all month end journals
- Month end deadlines
- Assist Bank Reconciliation
- Assist with Cash Flow and payments
- Assist Production of monthly financial and management
- Ensure monthly contracts (incl utilities) are paid on time.
- Ensure accurate reporting on stock provisions, leave pay provisions and leave balance provisions

Audit and Compliance

- Ensure all statutory governmental regulations are complied with (SARS ,SDL)
- File all tax requirements within statutory deadlines
- Ensure local and international VAT are recorded appropriately within the accounts and reported on relevant

Education & Qualifications

- CPA is a must

Requirements

- Some experience in accounting
- At least 1-2 years working experience within a finance environment
- General knowledge of ERP systems – SAP advantageous

Reporting To

Financial Controller

Driving Licence

Not Required

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