

Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

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

Minimum Requirements

Only Open to Tanzanian Nationals

Min Budget -	Max Budget -	Primary Industry Manufacturing: 4 Years
Secondary Industry -	Primary Category Accounting & Bookkeeping: 4 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 4 years working experience within a finance environment
- General knowledge of ERP systems SAP advantageous

Reporting To

Financial Controller

Driving Licence

Not Required

To Apply for This Job Click Here