



Job Description

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

Job Title Financial Controller	Job Location Zanzibar City	Category Finance
Job Type Full Time	Job level Middle-Management	Industry Real Estate

Open to Expatriates

Open to Expatriates & Local Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 5 Years
Secondary Industry -	Primary Category Finance: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The financial controller will be responsible for collecting, analysing, investigating, and reporting financial data to management. In addition, this role will need to ensure statutory compliance with all financial governmental regulations, produce the year end audit file and assist in compiling yearly budgets.

Responsibilities

Financial Reporting

- Timely, accurate completion of the monthly financial close
- Monthly and quarterly reports
- Preparation of all month end journals
- Ensure all balance sheet accounts and accruals are reconciled and signed off on a monthly basis
- Month end deadlines
- Poor Offset Account to be reconciled on a monthly basis
- Ensure proper revisions of accruals
- Fixed Assets
- Bank Reconciliation
- Reconciliation of the monthly payroll and resolution of queries.
- Cash Flow and payments
- Production of monthly financial and management
- Assist with compiling yearly budgets
- Ensure monthly contracts (incl utilities) are paid timeously
- Ensure accurate reporting on stock provisions, leave pay provisions and leave balance provisions

Audit and Compliance

- Ensure all statutory governmental regulations are complied with (NSSF, SDL)
- Ensure local and international VAT are recorded appropriately within the accounts and reported on relevant returns accurately
- Manage all local audits
- Ensure all information required for the audits are maintained and documented accordingly
- Ensure all information relating to the financial aspects of the company are kept confidential

General

- Undertakes such additional duties which may from time to time be assigned to the Employee in the discharge of his / her

duties.

- To ensure that a correct and proper image of the Company is maintained at all times.
- File all tax requirements within statutory deadlines

Education & Qualifications

- Bachelor's Degree in Accounting/ Finance or relevant field

Requirements

- Experience in a finance-focused role
- Knowledge of Microsoft office and PowerPoint
- Sound knowledge and experience of statutory governmental requirements
- Sound knowledge in Tax
- General knowledge of ERP and Payroll systems (SAP & Tally required)

Characteristics

- Good written and oral communication skills
- Negotiation skills
- Ability to work with cross-functional teams and build relationships
- Good analysis and interpretation of data
- Ability to Identify problems quickly make sound judgment and implement solution
- Ability to work under pressure

Driving Licence

Not Required

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