



Job Description

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

Job Title Junior Accountant cum Cashier	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Entry	Industry Transportation, Logistics & Operations
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Transportation: 2 Years
Secondary Industry Logistics & Operations: 2 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The main responsibility of the Junior Accountant is to manage the accounting and financial activities within the organization, providing financial information to management supporting in financial and general decision-making. This is achieved by collecting, analysing and reporting of financial data.

Responsibilities

Accounting & Reporting

Prepares statements by collecting and analysing data, investigating variances and trends

- Document financial transactions by entering account information
- Recommend financial actions by analysing accounting options
- Gather and monitor financial data (e.g. sales revenues, expenditures and liabilities)
- Analyse data, investigate variances, summarize data, information and trends
- Monitor and report on accounting discrepancies
- Create KPI reports
- Assists with the preparation of month-end and year-end accounts close processes
- Assist in organizing and carrying out Internal Audits
- Prepare Bank reconciliation (including Mobile Money) on daily basis and make continuously follow up on all reconciling transactions
- Monitor all banking activities in order to detect irregularities, also investigate all transaction in the banks and cash book to prevent any fraud or irregularities
- Ensure all cash clearing account are properly reconciled and supported.
- Receiving payments by cash, cheques, mobile money and /or direct transfer and reconcile the same with invoice before issuing receipt,
- Ensure all payments received are properly reconciled and banked as per company's routines,
- Manage petty cash handling as per company's policy and procedure and liaise with branches to ensure they are following the same.

Manage tax issues and payments

Tax reporting and inventory processing

Complies with local taxes requirements by:

- Understanding requirements of tax laws and regulations and maintain compliances

- Analysing all expenses and ensure all tax deductions and or exemptions are performed.
- Calculating tax liabilities and ensure they are promptly paid
- Maintaining proper records of all tax payments.
- Follow industry trends and track changes related to taxes

Manage financial inquiries

Respond to financial inquiries by gathering, interpreting and prepare data

- Prepares special reports by studying variances; preparing budget expenses vs actuals / forecasts.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations

Improvement work according to the Company's Way (SRS)

Understand and act according to the **Company's** way frame work

- Understand and act according to the Comp way frame work
- Maintain the normal situation, detect deviations and act immediately to eliminate them
- Contribute in daily follow-up, daily steering
- Participate and contribute in improvement activities based on a standardized working method

General competencies

Accounting and Financial Systems, Processes and Technology

Designing, implementing and maintaining financial management and reporting systems and complementary financial and administrative business processes, to support the effective and judicious use of financial resources

Business Perspective

Using an understanding of business issues, processes and outcomes to enhance business performance

Information Gathering and Processing

Locating and collecting data from appropriate sources and analysing it to prepare meaningful and concise reports that summarize the information

Reporting

Create written and comprehensive reports, including KPI's and other measurements, following set defined procedures and standards making use of applicable reporting systems and tools

Education & Qualifications

- A Bachelor Degree in Accounting from recognized university

Requirements

- Experience from similar role, an advantage
- Fluent in English
- Strong attention to details and good analytical skills
- Advanced MS excel skills
- Integrity and honesty with ethical behaviour
- Good communication skills
- Multitasking ability
- Reliability
- Numeracy and problem solving skills
- Customer service skills, added advantage

Characteristics

Analytical Thinking

Analysing and synthesizing information to understand issues, identify options, and support sound decision making.

Attention to Detail

Working in a conscientious, consistent and thorough manner

Communication

Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

Driving Licence

Not Required

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