



Job Description

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Job Title Junior Finance Coordinator	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Junior	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Junior Finance Coordinator supports the Finance Department with day-to-day financial operations, ensuring accuracy, compliance, and timely processing of financial activities.

Responsibilities

Financial Operations

- Maintain accurate financial records, including accounts payable and accounts receivable.
- Process invoices, receipts, staff claims, and supplier payments.
- Prepare journal entries and assist with general ledger updates.
- Support month-end and year-end closing activities.

Reconciliation & Reporting

- Conduct regular bank, vendor, and account reconciliations.
- Assist in preparing monthly, quarterly, and annual financial reports.
- Verify financial data and ensure accuracy in all documentation.

Budgeting & Forecasting Support

- Assist in collecting and organizing financial data for budgeting and forecasting.
- Track actual expenses against budgets and report variances to the Finance Manager.

Compliance & Audit Support

- Ensure financial practices comply with internal policies and relevant regulations.
- Prepare and organize supporting documents for internal and external audits.
- Maintain well-organized financial filing and documentation systems.

Cross-Departmental Support

- Work with other departments to ensure timely submission of payment requests and receipts.
- Respond to inquiries related to finance processes and procedures professionally.

Education & Qualifications

- Bachelor's Degree in Finance, Accounting, Business Administration, or a related field.

Requirements

- 1–2 years of proven experience in finance, accounting, or a related field.
- Experience working with accounting software (e.g., QuickBooks, Sage, SAP, or similar) is an added advantage.

Characteristics

- Strong numerical, analytical, and problem-solving skills
- High level of accuracy and attention to detail
- Proficiency in Microsoft Excel and other MS Office applications
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information
- Good organizational and time-management abilities
- Willingness to learn and adapt in a fast-paced environment

Driving Licence

Not Required

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