



Job Description

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Job Title Project Accountant	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Mining
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Mining: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

This role involves managing the financial aspects of assigned projects, including maintaining project-related records, authorizing expenses, and reviewing supplier invoices, time sheets, and overhead charges. It will also involve monitoring project assets and expenses, investigating variances, and generating variance reports. The Project Accountant also handles accounts receivables and payables, creates project-related billings, manages inventory, and supports internal and external audits.

Responsibilities

- Maintain project-related records, including contracts and change orders
- Authorize the transfer of expenses into and out of project-related accounts
- Review and approve supplier invoices related to a project
- Review and approve time sheets for any work related to a project
- Review and approve overhead charges to be applied to a project
- Review account totals related to project assets and expenses
- Investigate project variances and submit variance reports to management
- Management of accounts receivables and payables relating to project
- Report to financial controller regarding the remaining funding available for project
- Create all project-related billings to MCC
- Investigate all project expenses not billed to MCC
- Inventory management related to project
- Compile information for internal and external auditors, as required

Education & Qualifications

- A Bachelor's degree in Finance or Accountancy

Requirements

- A minimum of 3 years experience

Reporting To

- Finance Controller

Driving Licence

Not Required

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