

# **Job Description**

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Job Title	Job Location	Category
Senior Accountant	Dar es Salaam	Accounting & Bookkeeping
<b>Job Type</b>	Job level	Industry
Full Time	Intermediate	Transportation, Logistics & Operations
<b>Open to Expatriates</b> Only Open to Tanzanian Nation	als	

# **Minimum Requirements**

Min Budget -	Max Budget -	<b>Primary Industry</b> Transportation: 3 Years
Secondary Industry Logistics & Operations: 3 Years	Primary Category Accounting & Bookkeeping: 3 Years	Secondary Category
Certificate	Qualification	
-	-	

### Summary

The main responsibility of the Senior 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
- Prepare monthly, quarterly and annual statements (balance sheets and income statements)
- Monitor and report on accounting discrepancies
- Create KPI reports
- Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations.
- Conduct detailed risk analyses to assess potential investments
- · Preparing weekly cash flow statements
- Support in financial forecasting and risk analysis
- · Assists with the preparation of month-end and year-end accounts close processes
- · Assist in organizing and carrying out Internal Audits

#### Manage tax issues and payments

Tax reporting and inventory processing

- Complies with tax filing requirements by:
  - 1. Studying regulations
  - 2. Adhering to requirements

- 3. Advising management on required actions
- 4. Calculating quarterly estimated tax payments
- 5. Assembling data for quarterly and annual tax filings
- Complies with local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions

#### **Manage Financial Inquiries**

- Respond to financial inquiries by gathering, interpreting and prepare data
- Prepares special reports by studying variances; preparing budgets; developing forecasts.
- Advising on estimates for project funding
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations

#### Improvement work according to the Organization Framework

- Understand and act according to the organization framework
- 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

# **Education & Qualifications**

- Bachelor's degree in accounting or Finance. Professional qualification such as CPA or similar will be considered a plus
- Minimum of 3 years of finance and accounting experience, including finance, accounting and / or auditing preferably in the heavy vehicle or related industry
- Must have knowledge of local taxes regulations and compliances requirements
- Solid experience in coordinating and managing reporting, planning and analysis.
- Strong demonstrated use of Excel, Word, and PowerPoint
- Superior attention to detail; organisational skills; analytical skills; integrity and honesty.

# Requirements

- Clear understanding of accounting, and relevant laws and regulations
- A sound knowledge of the heavy truck and bus industry
- A high level of analytical, innovation and business skills
- People management skills
- Effective time management skills and ability to meet strict deadlines
- · Ability to take initiative and work under pressure
- · Ability to build and manage key relationships
- General computer skills
- Fluent in English

# **Driving Licence**

Not Required

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