



# Job Description

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

## Minimum Requirements

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

## Summary

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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

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### 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**

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- 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

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- 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

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Not Required

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