



# Job Description

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<b>Job Title</b> Senior Accountant (Payable & Statutory)	<b>Job Location</b> Iringa	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Manufacturing

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Senior Accountant – Payables & Statutory is responsible for managing the accounts payable function while ensuring full compliance with statutory, tax, and regulatory requirements. The role oversees supplier payments, reconciliations, statutory filings, and supports accurate financial reporting in accordance with applicable accounting standards and local regulations.

## Responsibilities

### Accounts Payable Management

- Oversee the end-to-end accounts payable process.
- Review and approve supplier invoices ensuring accuracy and proper authorization.
- Ensure timely processing of payments to vendors and service providers.
- Maintain accurate vendor records and resolve invoice discrepancies.
- Monitor aging reports and manage outstanding payables.
- Perform supplier reconciliations and resolve variances.

### Statutory Compliance & Taxation

- Prepare and submit statutory returns in compliance with local regulations, including: VAT returns
- Withholding tax (WHT) filings
- PAYE and other statutory obligations
- Ensure compliance with tax laws and accounting standards.
- Liaise with tax authorities, auditors, and regulatory bodies when required.
- Monitor regulatory changes and ensure company compliance.

### Financial Reporting & Reconciliations

- Prepare monthly accounts payable reconciliations.
- Reconcile statutory accounts and ensure accurate ledger balances.
- Support month-end and year-end closing activities.
- Assist in preparation of financial statements and audit schedules
- Maintain proper documentation for audit purposes.

### Internal Controls & Process Improvement

- Ensure adherence to internal financial controls and company policies.

- Identify process improvement opportunities within payables and statutory reporting.
- Support implementation of finance system enhancements.
- Maintain strong audit trails and compliance documentation.

### Stakeholder Management

- Collaborate with procurement and operations teams to ensure accurate invoice processing.
- Respond to vendor and internal finance queries professionally.
- Support external and internal audits.

### Education & Qualifications

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- Bachelor's degree in Accounting, Finance, or related field.
- Professional certification (CPA, ACCA, required)

### Requirements

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- Minimum 5–7 years of accounting experience, with strong exposure to accounts payable and statutory reporting.
- Experience handling tax compliance and statutory filings.
- Experience with ERP/accounting systems (SAP, Oracle, Sage, or similar).

### Characteristics

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- Strong knowledge of accounting principles and tax regulations.
- High attention to detail and accuracy.
- Analytical and problem solving skills.
- Strong organizational and time-management abilities.
- Excellent communication and stakeholder management skills.
- High level of integrity and confidentiality.

### Reporting To

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Chief Accountant

### Driving Licence

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Not Required

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