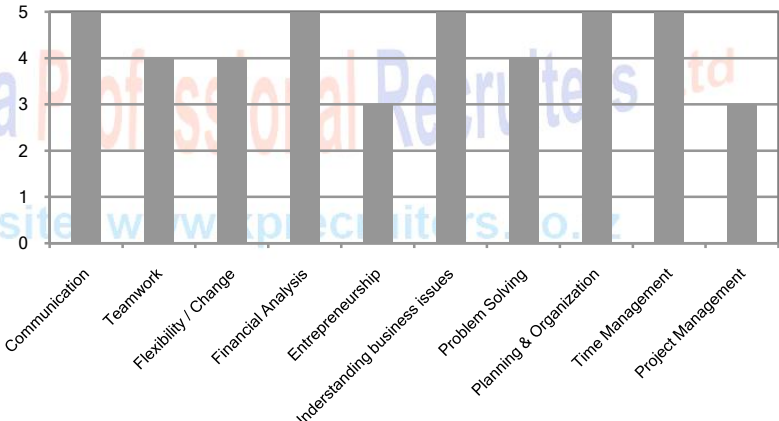


Job description

	ACCOUNTANT
Functional level / reporting	REPORT TO: FINANCE MANAGER & ASSISTANT FINANCE MANAGER
Job mission	Manage the day-to-day accounting functions of the company and assist the Finance Manager & Assistant Finance Manager in meeting company objectives.
Key tasks	<p><u>Company level</u></p> <ul style="list-style-type: none"> — Process transactions and maintain accurate accounting records. — Ensure weekly stock take is carried out for whole goods; noting and resolving any discrepancies found. — Reconcile suppliers' statement of accounts regularly and ensure timely settlement of accounts payables. — Assist in designing, developing and implementing efficiencies in the entire back office process, from sales orders to invoicing. — Establish and monitor the implementation and maintenance of control procedures. — Prepare and submit local statutory returns (such as taxes, pensions etc.) and ensure compliance with filing and payment deadlines. — Coordinate internal/external audits as and when required and ensure recommendations are implemented. — Liaise with banks/tax authorities/company secretary as and when required. — Assist in training new staff as the company expands and recruit new employees. <p><u>Group level</u></p> <ul style="list-style-type: none"> — Prepare weekly reports on inventory, cash flows and other KPIs as per group requirement and submit to the HQ finance team. — Manage the monthly reporting process to ensure timely and accurate reports are sent to the HQ finance team. — Work with the rest of the finance team across the division to improve business unit financial reporting and ensure monthly close and forecast processes are managed timely and accurately. — Develop and maintain good relationships with group divisions. — Support and educate the businesses in understanding Head Office objectives and requirements. — Assist in establishing discipline in the company and ensure

	<p>group requirements are adhered to.</p> <ul style="list-style-type: none"> – Assist the Country Manager and HQ finance team with any other ad-hoc matters. – Assist in business risk management and send regular updates to the HQ finance team 																												
Education	<ul style="list-style-type: none"> – Qualified accountant (ACCA, CIMA, ACA or equivalent) or Undergraduate Degree with Major in Accounting – With 2 -3 years' experience in the accounting field. 																												
Experience / skills	<ul style="list-style-type: none"> – Experience gained within a professional services firm or within a corporate organization. – Highly numerate, with experience of financial/business analysis. – Strong auditing and financial/management accounting skills. – Open mind-set, accurate, persistent, innovative – Energetic, driven, and ambitious – Strongly proficient with Microsoft Office, especially Excel. – Ability to synthesize large amounts of data, identify key issues and communicate these issues both verbally and in written form to seniors. – Able to work well in a small team. – Ability to quickly develop working relationships throughout the business. – A self-starter who can get on with the task in hand, who knows when to ask for assistance and when to communicate information and issues. – A high level of oral and written communication skills. – Ability to manage his/her time and prioritising tasks to a high standard to meet deadlines. 																												
Competencies	 <table border="1" data-bbox="534 1339 1316 1758"> <thead> <tr> <th>Competency</th> <th>Level</th> </tr> </thead> <tbody> <tr><td>Communication</td><td>5</td></tr> <tr><td>Teamwork</td><td>4</td></tr> <tr><td>Flexibility / Change</td><td>4</td></tr> <tr><td>Financial Analysis</td><td>5</td></tr> <tr><td>Entrepreneurship</td><td>3</td></tr> <tr><td>Understanding business issues</td><td>5</td></tr> <tr><td>Problem Solving</td><td>4</td></tr> <tr><td>Planning & Organization</td><td>5</td></tr> <tr><td>Time Management</td><td>5</td></tr> <tr><td>Project Management</td><td>3</td></tr> </tbody> </table> <table border="0" data-bbox="614 1803 1316 2022"> <tr> <td style="vertical-align: top;">5</td> <td style="vertical-align: top;">Master</td> <td style="vertical-align: top;">Acts as a role model and has the ability to develop and support others in a target oriented manner</td> </tr> <tr> <td style="vertical-align: top;">4</td> <td style="vertical-align: top;">Expert</td> <td style="vertical-align: top;">Is able to utilize his/her competences at its best and demonstrates in all situations the expected behaviour</td> </tr> </table>	Competency	Level	Communication	5	Teamwork	4	Flexibility / Change	4	Financial Analysis	5	Entrepreneurship	3	Understanding business issues	5	Problem Solving	4	Planning & Organization	5	Time Management	5	Project Management	3	5	Master	Acts as a role model and has the ability to develop and support others in a target oriented manner	4	Expert	Is able to utilize his/her competences at its best and demonstrates in all situations the expected behaviour
Competency	Level																												
Communication	5																												
Teamwork	4																												
Flexibility / Change	4																												
Financial Analysis	5																												
Entrepreneurship	3																												
Understanding business issues	5																												
Problem Solving	4																												
Planning & Organization	5																												
Time Management	5																												
Project Management	3																												
5	Master	Acts as a role model and has the ability to develop and support others in a target oriented manner																											
4	Expert	Is able to utilize his/her competences at its best and demonstrates in all situations the expected behaviour																											

Job description

	3 Professional	Possesses the required competences and meets in most situations the expectations		
	2 Developer	Possesses rudimentary experience in the required competence and partly meets the expectations		
	1 Beginner	Does not yet possess the required competence		
Responsibilities	— Own the day-to-day accounting functions. — Responsible for organising reporting timelines and effectively communicate with HQ finance team to ensure all deliverables are submitted on time and as per required standards.			
Other				
Languages oral and written	English <input checked="" type="checkbox"/> proficient <input type="checkbox"/> good <input type="checkbox"/> basic	French <input type="checkbox"/> proficient <input type="checkbox"/> good <input type="checkbox"/> basic	Portuguese <input type="checkbox"/> proficient <input type="checkbox"/> good <input type="checkbox"/> basic	Arabic: <input type="checkbox"/> proficient <input type="checkbox"/> good <input type="checkbox"/> basic

Mode of Application

All applications should be sent to careers3@kprecruiters.co.tz before Wednesday 20th December 2017.

NB: Please attach your CV only without any other supporting documents. All applications with other supporting attachments/documents will not be accepted

Kaparama Professional Recruiters Ltd

Website: www.kprecruiters.co.tz