



Job Description

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Job Title Assistant Accountant	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Junior	Industry Tourism
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Tourism: 1 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The role of the Assistant Accountant is to assist proper Book keeping, sharing documents with accountants Cost allocation analysis, AP and AR management, Day-to-day support of cost tracking and management

Responsibilities

- Assist in maintaining accurate financial records through data entry into spreadsheets, accounting software (QuickBooks Online)
- Support the preparation and filing of provisional tax, VAT returns, and other statutory obligations in compliance with TRA requirements
- Assist in processing payroll, including preparation and payment of staff salaries, payroll taxes (PAYE, SDL & WHT) and statutory contribution (NSSF)
- Support the preparation of financial and statutory reports as required by management and regulatory authorities
- Assist in monitoring, recording, and reconciling imprests, petty cash transactions and retirements
- Prepare payment vouchers for bank and cash transactions while ensuring proper supporting documentation and filing
- Support supplier follow-up and coordination regarding invoices, payments, EFD receipts and related financial matters
- Assist in generating EFD invoices and preparation of EFD reports in compliance with tax regulations
- Assist with bank reconciliations and maintenance of accurate accounting records
- Support the preparation of schedules, reconciliations, and documentation required for annual audits (statutory Audits)
- Perform any other finance and administrative duties as may be assigned from time to time.

Education & Qualifications

A holder of a bachelor's degree or diploma in finance or business accounting or related class- CPA will be an added advantage.

Requirements

1-3 years of proven experience in finance, accounting, or a related field.

Characteristics

- MS Office skills, in particular strong Quickbook skills are essential.
- Responsible, accountable, proactive
- Fluency in English, any other language will be considered a plus

Driving Licence

Not Required

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