

TANGAZO LA KAZI – JOB ANNOUNCEMENT

Job title:	Accountant
Job status:	Full time (after satisfactory 6 months probation)
Duty Station:	Mbinga, Tanzania.
Deadline for Application:	13 / August / 2015
Recruiting Organization:	MVIWAMBI MtandaowaVikundiVyaWakulimaMbinga P. O. Box, Mbinga Tel. +255 Mobile: 0753491615, 0787491616

Qualifications: minimum Advanced Diploma in Commerce or Accountancy.

Experience: at least 2years working experience as Accountant

skills:

- Fluent in Swahili and English
- Computer literate (Ms Word, Excel, Internet, email, + accounting software)
- Good oral and written communication skills
- Able to interact respectfully with farmer-leaders and members, management, governmental officials, and business partners such as banks, Coffee Curing Company, Tanzania Coffee Board, and coffee buyers.
- Familiar with and committed to small-scale farmers development
- Flexible and able to work under little supervision
- Willing to learn and to train

Job Purpose:

To organise and analyse financial transactions and information according to accounting standards in order to provide financial information to management and board in ways of budgets, monthly financial reports, and annual financial statements.

The accountant is not involved in any physical cash handling.

Job Duties:

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information.
- Summarizes current financial status by collecting information
- Prepare monthly, quarterly and yearly reports (trial balance, balance sheet, profit and loss statement, annual financial statements).
- Assist Board and Management in preparation of budgets, cash flow, and financial projections and provide recommendations to them.

- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data-base backups.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation, and requesting disbursements.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Comply with Tanzanian financial legal requirements by studying existing and new legislation, and advising board and management on needed actions for adherence to requirements
- Maintain members and customers confidence and protects operations by keeping financial information confidential.

The Accountant will be answerable to the MVIWAMBI Coordinator.

Application Procedure:

Send by Email (only)

- An application letter,
- CV (with 2 referees) and
- Copies of relevant certificates

Addressed to: MVIWAMBI Recruitment Committee

With Ref: Application for Accountant Position

To: mviwambifarmersgroup@gmail.com

Before: 13 / August / 2015

Women are encouraged to apply. At similar qualifications preference will be given to an applicant from Mbinga District.