



Jordan University College

Office of the Deputy Principal Finance and Administration
Constituent College of St. Augustine University of Tanzania
P.O. Box 1878, Morogoro, Tanzania,
Email: dpfa@juco.ac.tz; Website: www.juco.ac.tz



Ref: HR/VA/2022/02

27th April 2022

VACANCY ANNOUNCEMENT

Position: Accountant II

Reports to the Bursar of the College

Duties

- Preparing and balancing various subsidiary ledgers.
- Completing bank reconciliations
- Summarizing monthly accounting transactions for posting into general ledger
- Processing payment and receipt transactions
- Verifying balance in account books and rectifying discrepancies.
- Carrying out regular investigations of accounts
- Verifying JUCo's income from source to bank and satisfies self that expenditure is properly incurred according to approved policy and efficiently charged to relevant Head's
- Checking that inventory of furniture, equipment and other movable asset is maintained accordingly.
- Assisting in audit assignments
- Performing any other duties as may be assigned by supervisor.

Requirements:

- Bachelor degree in Accounting or Accounting & Finance or Commerce with CPA (T) from recognized Institution with at least three years working experience in accounting.

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Application Instructions:

- Send your application consisting of a cover letter in the **SUBJECT** email, CV in English and Copies of Academic Certificates and transcripts through the following address not later than 16th May 2022. You are encouraged to send your application electronically through the given email.

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Jordan University College,
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N.B. Only shortlisted candidates will be contacted.