



## **JOB TITLE: Assistant Accountant**

### **Job Description**

Sustainable Agriculture Tanzania (SAT) is a grassroots organization that provides education and research on eco-friendly farming methods, aiming to foster food security, ecological balance, and sustainable development in Tanzania. It's a 3 months contract. Find more about us at [www.kilimo.org](http://www.kilimo.org).

Supporting the finance department, accountant, and management team by completing routine clerical and accounting tasks. Preparing budgets, maintaining reports, and completing basic bookkeeping and accounting duties for the Sustainable Agriculture Tanzania (SAT).

### **Responsibilities**

- Completing monthly bank reconciliation
- Entering financial information into sage 300.
- Recording organisation expenditures and ensuring these expenses are within the set budget.
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements.
- Posting daily receipts

- Reporting on debtors and creditors
- Documentation and filling.

### **Skills and Qualifications**

- Knowledge of computerised accounting systems, personal computers and general software applications
- Skill's in performing detailed and complex numerical computation and reports
- Skill in both verbal and written communication
- Bachelor's degree in accounting or related field with minimum of one year experience

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