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Railwaystreet, Mchafukoge,
Najimi Manzil Building,
5th Floor, Room 5A, P.O.Box 35672,
Dar es salaam, Tanzania.

info@equipointproperty.co.tz

JOB DESCRIPTION

Job Title; Accountant

Department; Finance

Position Ref No; 2023-10-20-004

Location; Dar Es Salaam, Tanzania

Responsible to; Finance Manager

Responsible for; N/A

Helps Accountants to manage Accounts payable/Receivable section of Equipoint Properties Ltd for **VFD Project** including; Managing vendor master data, Vendor reconciliation, invoice verification, Payment processing, Housekeeping on vendor and goods, receipt accrual accounts and make sure that AP KPI are met (Payment terms, proper documentation, data integrity and accuracy).

Responsibilities

1. Ensure that Accountants Payable functions is working properly, and all vendors paid per agreed credit terms, all taxes relating to vendors are complied with
2. Initiates payment to vendors according to company payments policy and procedures
3. Processing payments related documents to ERP system such us payments vouchers, petty cash, vouchers and cheques.
4. Manage all Bank accounts making sure all bank entries, (Bank charges, interest, taxes) approved and posted in proper accounts in ERP next system
5. Do bank reconciliation on daily, weekly and monthly.
6. Provide by 5th of each month bank reconciliation report for all banks
7. Make sure that PAYE and SDL and WCF are done timely, before 5th of each month.
8. Assist I preparation of weekly, monthly, and yearly forecast budget.
9. Make sure no any NEW imprest is issued prior retirement of previous imprest
10. Make sure that all staff imprest is being retired within 48 hours from the cash or imprest collections
11. Align with payment controller prior ant payments
12. Make sure all documents have signed with Authorized person before effects of payments
13. Ensure that all payments have EFD receipts with QRS code Protocol 2.1 by law (NO EFD RECEIPT NO PAYMENTS)
14. Ensure that all EFD receipts has photocopied filled timely



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ISO 9001-2015 CERTIFIED

15. Posting all payments and journals to ERP Next system timely
16. Generate reports detailing accounts payable status
17. Process outgoing payments in compliance with financial policies and procedures
18. Understand expense accounts and cost centers
19. Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statement
20. Provide supporting documentation for audits
21. Maintain confidentiality of company information
22. And any other duty as it may be assigned.

Person qualification

Experience;

- Minimum of more than 2- year experience in a similar role

Knowledge/ skills

- Bachelor's degree in business, accounting, finance and related field.
- Proven working experience in accounting or a related field
- Understanding of applicable laws and regulation
- Understanding of financial data analysis and reporting
- Proven experience in financial project management
- Advanced computer skills, specifically in excel.
- Must be able to communicate financial information into sound business language so people of all levels can understand

Core competences;

Communication, integrity, Flexibility, Self- development, focused on Deadlines and working with others

Other Recruitment Info;



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Original education certificate, and other references must be presented during the interview for shortlisted candidates

Please, send your Cover Letter and CV as single document (in PDF format) before 31th October,2023

Send to career@equpointproperty.co.tz (please mention 'Accountant' as a mail subject)