



EMPLOYMENT OPPORTUNITY

JOB TITLE: CHIEF ACCOUNTANT

1.0 Introduction

Tanzania Private Sector Foundation (TPSF) is an apex and focal private sector members-based organization, which seeks to promote effective engagement with government and other stakeholders in developing policy and a conducive environment for doing business and developing the country. TPSF therefore commands significant influence and credibility both locally and internationally. It boasts a unique position as the government's partner, which makes it a key player in policy formulation, public-private partnership (PPP implementation), coordination of high-level public-private dialogue (PPD's) platforms and National Budget. TPSF has thus stood tall and bold on many advocacy issues of national and sectoral importance.

We are looking for a highly motivated and detail-oriented Accountant to join our team. The ideal candidate will have a strong background in accounting principles, strong analytical skills, and the ability to thrive in a fast-paced environment.

2.0 Main Duties and Responsibilities

- Generate financial reports and analysis to support management decision-making;
- Process accounts payable and accounts receivable transactions accurately and timely;
- Reconcile accounts payables and accounts receivable balances,
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Assist in the preparation of monthly, quarterly, and annual financial statements;
- Verify and reconcile invoices, bills, and payments with supporting documentation;
- Record financial transactions into the accounting system;
- Preparation of tax returns, ensure compliance with tax regulations and assist in responding to tax inquiries and audits;
- Ensure all transactions are properly recorded, and reconciled and maintain the general ledger;
- Perform monthly reconciliations of balance sheet accounts to ensure accuracy and completeness;
- Stay updated on changes in tax laws and regulations that may impact the organization;
- Analyse financial data and trends to identify opportunities for cost savings and resource mobilization.
- Prepare ad-hoc financial reports and analysis as requested by management;
- Provide insights and recommendations to improve financial performance and efficiency.
- Assist with internal and external audits by providing supporting documentation and explanations as needed;
- Ensure compliance with audit requirements and implement recommendations for process improvements.
- To perform financial forecasting
- Monitor budgetary performance and report variances to management.
- Reinforce financial data confidentiality and conduct database backups when necessary

3.0 Qualifications

- The candidate must have at least 4 years of working experience in Finance and Accounting,
- A Bachelor Degree in Accounting, Business and Finance or equivalent will be an added advantage;
- Possess an accounting professional qualification such as ACCA, CPA, etc;

- Knowledge of accounting software packages and computer literacy especially MS Excel.

4.0 Application instructions

Interested candidates should submit a Cover Letter and Curriculum Vitae before **19th May 2024**.

All applications should be sent to recruitment@tpsf.or.tz