

KILIMANJARO NATIVE CO-OPERATIVE UNION (1984) LTD



JOB VACANCY

Kilimanjaro Native Cooperative Union (1984) Ltd is a cooperative union established in 1933 by native farmers from the slopes of the highest mountain in Africa, Kilimanjaro. The Union registered under the Cooperative Societies Act No. 6 of 2013 to promote the economic interests of its members by enhancing the production and exportation of coffee and other crops in the Districts of Rombo, Moshi Rural, Hai, and Siha in Kilimanjaro region.

KNCU (1984) Ltd is looking for professionals with passion, dedication, and commitment to fill the following available vacancies:

1. CHIEF INTERNAL AUDITOR

Nature and Scope

The successful candidate will report to the Union Board and administratively to the General Manager. The candidate will be responsible to add value and improve operations by bringing a

systematic and disciplined approach to the effectiveness of risk management, control management, and governance processes.

a. Duties and Responsibilities

- i. Review and evaluate the adequacy of KNCU (1984) Ltd internal control systems and develop recommendations for improvements;
- ii. Monitor the implementation of the internal control system;
- iii. Review and evaluate the adequacy of KNCU (1984) Ltd risk management framework recommendation for improvements;
- iv. Perform and control the full audit cycle activities including risk management and control management over operations' effectiveness, financial reliability, and compliance with all applicable KNCU (1984) Ltd policies, directives, and regulations;
- v. Examine and inspect activities records, accounting systems, ensure and procedures relating to Union assets to determine their efficiency and the degree of resource utilization and make relevant recommendations for improvement;
- vi. Develop and schedule a comprehensive audit program;
- vii. Carry out risk-based audits and performance audits for all KNCU (1984) Ltd areas of operations;
- viii. Determine the extent of compliance with policies, procedures affecting financial operations and make appropriate recommendations;
- ix. Maintain a dashboard of identified risks and ensure monthly and quarterly reporting;
- x. Act as the objective source of insight, foresight, and independent advice to the Board;
- xi. Adhere to the KNCU (1984) Ltd audit charter;
- xii. Perform any other duties as may be assigned from time to time by the General Manager.

b. Qualifications and Experience

- i. A Bachelor degree in one of the following fields: Auditing; Accountancy; Finance; Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions.
- ii. A holder of either CPA (T), ACCA, ACA, CIA, or equivalent professional qualifications recognized by NBAA and registered as “Associate Accountant” or “Fellow Accountant” or equivalent qualifications from recognized institutions.
- iii. Master Degree in any of the above-mentioned qualifications will be an added advantage.
- iv. At least three (3) years of working experience in a reputable commercial organization in a similar position.

2. CHIEF ACCOUNTANT

Nature and Scope

The successful candidate will report to the General Manager. The candidate will be responsible for value addition and operations improvement by bringing a systematic and disciplined approach to the conformity of the rules, regulations, and international accounting standards. Similarly, he/she will be responsible for resource mobilization and its effective disposition.

a. Duties and Responsibilities

- i. Overall in charge of the finance and Accounts department;
- ii. Responsible for supervising directly all activities of the finance and accounts within the Union;
- iii. Advise the General Manager on all financial matters of the Union;
- iv. Prepare financial statements and reports;

- v. Prepare and remit all statutory returns and payments;
- vi. Manage operational and administrative costs in the Union;
- vii. Prepare Annual Budget;
- viii. Coordinates stock-taking activities;
- ix. Keep and maintain the General Ledger;
- x. Keep and maintain Fixed assets register;
- xi. Respond to all Audit queries;
- xii. Work in conformity with cooperative law and regulations;
- xiii. Perform any other duties as may be assigned from time to time by the General Manager.

b. Requirement for appointment

- i. A Bachelor degree in one of the following fields: Accountancy; Finance; Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions.
- ii. A holder of either CPA (T), ACCA, ACA, CIA, or equivalent professional qualifications recognized by NBAA and registered as “Associate Accountant” or “Fellow Accountant” or equivalent qualifications from recognized institutions.
- iii. Master Degree in Accountancy; Finance; Commerce or Business Administration majoring in Accountancy or Finance will be an added advantage.
- iv. At least three (3) years of working experience in a reputable commercial organization in a similar position.

Competence and Skills:

- i. Demonstrate knowledge of approved principles, procedures, and practices involving accounting and finance;
- ii. Demonstrate knowledge and understanding of the fundamentals of internal control systems;
- iii. Ability to mobilize resources and manage them effectively;
- iv. Ability to make sound independent decisions and be innovative and creative; and
- v. Proficiency in accounting systems.

Application Instructions:

KNCU (1984) Ltd is an equal opportunity employer. In this regard, all qualified candidates are encouraged to submit their applications including detailed Curriculum Vitae; photocopies of relevant genuine certificates; and names and addresses of three referees through info@kncutanzania.com to the Chairman of the Board by **Wednesday 04 September 2024**.

**The Chairman of the Board,
Kilimanjaro Native Cooperative Union (1984) Ltd,
P. O. Box 3032,
Moshi – Tanzania.
Email: info@kncutanzania.com**