



Job Title	Accountant and Administration Officer
Location	Dar es Salaam, Tanzania
Reporting	Finance Officer
Type of Position	Fixed
Grade and Salary	Grade C and Salary AFO 4-5
Contract Type	Permanent Employee 1 years Contract - To Start Immediately
Background.	Aqua-Farms Organization (AFO) is a Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number ooNGO/0009297. Aqua-Farms Organization was established in 2016 and became registered on 6th July 2017. The organization aims to boost financial access, heighten community awareness about aquatic conservation, and vigorously advocate for community-driven economic growth.
Job Summary	The Accountant and Administration Officer is responsible for managing the day-to-day accounting and administrative functions of the organization. This role includes maintaining accurate financial records, processing transactions and supporting office administration tasks. The position ensures that the organization's financial and administrative activities are conducted efficiently, accurately, and in compliance with relevant regulations and policies.
Key Responsibilities:	<ul style="list-style-type: none"> - Financial Data entry: Daily posting of all company expenses, payments and receipts into the QuickBooks accounting software, updating and filing of all financial records of the organization. - Maintain all organization accounts, financial and administrative documentations and implementation of controls within boundaries set in company's policies and manuals. - Assist in preparation of payment forms, recording and regular update of all cash, check and bank transfer transactions in cash book and internal cash register. - Administer, check and maintain Petty cash, Out-of-office receipts and retirements and assist in accounts reconciliations and resolve any discrepancies as assigned. - Support month-end and year-end closing procedures including preparation of returns and contributions and other financial documentation for regulatory submissions and at events of tax or compliance audits. - TRA Taxpayer Portal declarant, NGO registry, NSSF and WCF respondent responsible for preparation, generating of payment order

	<p>forms (<i>Control numbers / tax pay slips</i>) and filing/submission of all mandatory contributions and due taxes on requirement basis.</p> <ul style="list-style-type: none"> - Lead and support Administrator in payment of bills and invoices, managing office supplies and consumables, equipment, and facilities to ensure a well-functioning work environment. - Assist with the preparation of accounts and supporting documents for donor and/or statutory audit and ensuring compliance with accounting standards and financial regulations. - Performing any other duties as may be assigned by the Head of department
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<p>Experience & Qualifications:</p>	<ul style="list-style-type: none"> - Bachelor’s degree in Accounting, Finance, Business Administration, or a related field. - Minimum of 3-5 years of experience in accounting and administration roles. - Knowledge in QuickBooks accounting software and MS Office Suite (<i>Excel will be tested</i>). - Strong understanding of accounting standards, principles, regulatory and tax laws. - Organizational and Financial Reporting skills. - Strong attention to detail and accuracy. - Good communication and interpersonal skills. - Ability to make decisions independently and as part of a team. - Knowledge of payroll processing, contributions and taxes, regulatory and related legal requirements.
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<p>Skills & Capabilities:</p>	<ul style="list-style-type: none"> - Financial and Analytical Skills - Time Management - Problem-Solving Abilities - Ethical Conduct
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<p>Personal qualities</p> <ul style="list-style-type: none"> ● Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work. ● Commitment to own continuing personal and professional development. ● Commitment to the vision, mission and values of AFO.
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<p>Other requirements</p> <ul style="list-style-type: none"> ● Able to work out of hours during any emergency or critical incident.

Application process: All applications should be submitted through this [link](#). AFO is an equal-opportunity employer and encourages candidates from diverse backgrounds to apply.

Deadline for applications is: Tuesday 31st August, 2024 at 2300 Hours