



TITLE: Project Accountant (1 Position)	
Organization: Tanzania Women Chamber of Commerce (TWCC)	Duty Station: Dar es salaam
Type of Contract: Full Time	Reporting: Finance & Administration Manager
Appointing Period: 3 years	Starting Date: October, 2024
<p>Background: The Tanzania Women Chamber of Commerce (TWCC) - www.twcc-tz.org stands as a pivotal organization, uniting various women and youth entrepreneurs across Tanzania. Established in December 2005, TWCC serves as an apex and umbrella entity, encompassing sectoral Business Women Associations, Companies, Cooperatives, Groups, and Sole proprietors. Currently boasting a membership exceeding 15,000, TWCC's reach extends to over 1 million women from all sectors of the economy, spanning 27 Regional Chapters in Tanzania Mainland and Zanzibar, along with 14 Women Sectoral Associations, and 11 Platforms catering to women in Cross Border Trade. TWCC's primary objective lies in fostering unity among women and youth entrepreneurs, including those in the informal sector, to promote business formalization and growth. Through robust capacity-building initiatives and mentorship programs, TWCC endeavors to alleviate poverty among women by equipping them with the necessary skills and resources for success. Moreover, TWCC collaborates closely with both private and public sector entities to advocate for favorable policies conducive to the flourishing of women owned enterprises.</p>	
<p>Job Summary: The Project Accountant is responsible for supporting the financial management of various projects implemented at Tanzania Women Chamber of Commerce, and will assist in maintaining accurate financial records, monitoring budgets and ensure that financial activities comply with Internal policies and donor requirements.</p>	
<p>Duties and Responsibilities:</p> <p>Financial Management Support</p> <ul style="list-style-type: none"> • Assist in preparing financial statements, project budgets, and reports. • Analyzing all project expenses and provide commentary • Record financial transactions in accounting software, ensuring accuracy and timeliness • Track expenses related to projects, ensuring alignment with approved budgets. • Support the Finance Manager in processing invoices, receipts, and payment vouchers. <p>Budget Monitoring and Reporting</p> <ul style="list-style-type: none"> • Help monitor project budgets to avoid overspending and ensure proper allocation of funds. • Participate in compiling budget reports for the management. • Assist in the preparation of monthly financial summaries for Finance Managers review. <p>Audit and Compliance</p> <ul style="list-style-type: none"> • Assist with internal and external audits by preparing required documentation. • Ensure all financial transactions comply with the Internal financial policies and donor guidelines. • Help identify discrepancies in financial records and suggest corrective actions. <p>Documentation and Record Keeping</p> <ul style="list-style-type: none"> • Maintain accurate and organized records for all project-related financial transactions. • Assist in filing and safeguarding supporting documents for all payments and financial activities. • Ensure financial reports and documents are prepared and submitted to the relevant institutions on time. <p>Assets Management</p> <ul style="list-style-type: none"> • Build and continuously maintain the comprehensive asset register. 	



- Implement effective asset management procedures including the timely recording of all additions, disposals and other changes to all property and equipment.
- Assist in managing the security of all assets including asset tagging. Control the movement of assets. Conduct periodic asset verification exercises

Collaboration and Support

- Work closely with all departments to ensure financial alignment with projects objectives.
- Assist the finance team in end-of-month reconciliation and other financial closing processes.
- Help with petty cash management and maintaining accurate petty cash records.
- Any other duties assigned by management authority.

Academic and Professional qualifications:

- bachelor's degree in accounting or related subjects.

Work Experience:

- 5 Years working experience in project accounting and budgeting
- Strong understanding of accounting standards and reporting
- CPA will be an added advantage.
- Experience in using modern accounting software packages required.

Technical Skills & Behavioral Competences:

- Essential Knowledge in the finance sector and in project accounting and budgeting.
- Ability to manage project finances and write report to donors
- Knowledge and or ability to plan, organize, and learn in a short time.
- Speaking and written proficiency in English and Swahili
- Knowledge of Excel, including pivot tables and efficiency in the use of Microsoft Office Suite
- Knowledge of accounting standards including project budgeting
- Accountability and attention to details
- Analytical thinking
- Integrity
- Teamwork and cooperation

How to Apply

Interested candidates should submit a resume, cover letter and at list three professional referees via recruitment@twcc-tz.org by 11th October 2024. All applications should be addressed to;

Executive Director
Tanzania Women Chamber of Commerce (TWCC)
Ground floor, Oasis Office Park
Haile Sellasie Road -Masaki.
P.O.BOX 5591,
Dar Es Salaam.

Please note that only shortlisted applications will be contacted for interviews. If you do not hear from us within four weeks of the closing date of this advert, please consider that your application has not been successful on this occasion.

TWCC is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.