



JOB TITLE: Assistant Accountant - (24000049)

Primary Location : Tanzania, United Republic of-Dar es Salaam-Dar es Salaam

Job Type : Permanent

Shift: Day Job

Contract Type: Full-time

Number of Openings: 1

Job purpose

The role holder will be responsible for preparing financial accounts in a timely manner

Key responsibilities

1. Timely processing and payment of commissions to all Intermediaries as per departmental SLA's
2. To supervise cashiers ensuring all receipts and payments are properly posted in correct account codes
3. To ensure prompt and accurate receipting of company monies in form of Cash, Cheque or remittance advice for electronic transfers.
4. To perform bank reconciliations and ensuring that unreconciled items are followed up timely.
5. To ensure that all Cash and Cheques received are banked promptly as per the company policies.
6. To review, verify and monitor the petty cash accounting.
7. To maintain Fixed Asset Register of the company.

8. To ensure correct accounting of investments and investments income and preparation of investments schedules.
9. To monitor the general ledger ensuring that all transactions are posted into correct accounts and carry out regular reconciliations and ensure reconciliations statements are prepared and reviewed on monthly basis.
10. To assist in preparation of monthly management accounts by ensuring that accrual and prepayment schedules are prepared on timely fashion.
11. To make sure that all statutory returns (i.e. VAT, PAYE, SDL and Withholding tax) are accurately filed and paid to the authorities in time
12. Filling of corporate tax and payment of installments
13. To maintain relevant supporting documents for all transactions (filing). All receipts and payments must be supported by relevant documents.
14. To attend to internal and external auditors
15. Any other work as assigned by your supervisor

Key Performance Measures

- Timely reports
- TAT for allocation of receipts
- TAT for reconciliation of intermediary balances

Working relationships

Internal Relationships:

- Accountable to the Financial Accountant
- Tax Authorities
- Suppliers
- Required to liaise and work closely with the other business heads as may be necessary

External Relationships:

- Tax Authorities
- Suppliers
- Company Financial Consultants

Knowledge, experience and qualifications required

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Bachelor of Accounting or its equivalent degree.

Knowledge of Insurance Regulatory requirements

2-4 years' experience in a similar position

Knowledge of Britam products

Core Competencies

1. **Learning and Researching:** Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making at management level; learns from successes and failures and seeks colleague and customer feedback.
2. **Working with People:** Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
3. **Applying Expertise and Technology:** Applies specialist and technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
4. **Delivering Results and Meeting Customer Expectations:** Focuses on customer needs and satisfaction; exhibits high standards for quality and quantity; monitors and maintains own quality and productivity; works in a systematic, methodical and orderly way; consistently achieves projects goals core competencies
5. **Following Instructions and Procedures:** Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.
6. **Adhering to Principles and Values:** Upholds ethics and values; demonstrates integrity; accepts diversity; display individual responsibility towards the community and the environment; models the organizational values during everyday interactions.

APPLY HERE