



## **JOB TITLE: Admin and Accounts Assistant - Tanzania**

**On-site** Finance and operation team Full time

Dar es Salaam, Dar es Salam, Tanzania, United Republic of

### **Description**

#### **About Laterite**

**Laterite is a data, research and analytics firm specialized in complex development challenges.** We work with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies. Our clients include, for example, the World Bank, USAID, TechnoServe, Promundo, the Mastercard Foundation, and several UN agencies.

**We currently have offices in the Netherlands, Rwanda, Ethiopia, Kenya, Uganda, Tanzania, Sierra Leone, and Peru.** The team brings together more than 80 full time local and international staff, as well as 1,000+ enumerators across all countries. We are proud to be a culturally diverse organization, and we welcome applications from groups currently under-represented in our team. Learn more: [www.laterite.com](http://www.laterite.com)

**We work in socio-economic development research projects.** We believe that impact is a long-term endeavour that requires being embedded in the local context. Delivering high-quality research requires building local teams and data collection systems, knowing the country, and establishing close working relationships.

**One of Laterite's key strategic goals is to create a collaborative and rewarding working environment for our staff,** where every team member feels engaged, represented, and heard. Laterite is committed to create opportunities for learning and career development within the team and across our offices.

**Laterite is committed to creating a diverse environment and is proud to be an equal opportunities employer.** All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

#### **What you will do:**

We are looking for a new colleague to join our team in Tanzania. Our new colleague will perform the following responsibilities:

**Office management responsibilities:**

- Administrative support to ensure the smooth functioning of the office. You will be able to handle travel arrangements for staff, organize staff events, and maintain a proper filing system (including e-folders).
- Oversee the day-to-day operations of the office, including purchase of office supplies, equipment, and facilities. This will include monitoring inventory levels, coordinating maintenance and repairs, and ensuring that the office is a productive and safe environment.
- Asset management - Manage office equipment (laptops, tablets, furniture, office keys, etc) and maintain an updated asset list.
- Human resource support, you will be assisting with human resource related tasks, this will include support on recruitment, onboarding new employees, maintaining employee records, assist with payroll, and implementing HR policies and procedures.
- Office expense management, you will be responsible for managing office petty cash monitoring the office expenses and tracking expenditures.
- Supplier communications, you will maintain an updated office supplies contact list and act as a key contact person to vendors including staff medical insurance providers.
- Team coordination, you will be a key contact person to different teams, and facilitate collaborations, information sharing, and support cross-functional tasks.
- Help with logistics for enumerator training, workshops and meetings (booking rooms, catering, hiring furniture, organizing transport, etc)
- Miscellaneous Tasks, you will handle a variety of ad-hoc tasks/duties as assigned.

**Finance and accounts responsibilities**

- Perform monthly postings & reconciliations e.g., petty cash, bank, supplier and tax reconciliations on Quick Books.
- Ensure compliance and timely filing of all taxation and other regulatory requirements (e.g. NSSF, PAYE, VAT & WHT).
- Process payments for any project related expenses and also supplier payments.
- Work with the finance team to monitor cash and bank balances, ensuring adequate balances to meet all payment needs.
- Ensure controls for certain project-related expenses and increase our cost-efficiency by diversifying and improving our agreements with suppliers.
- Review all project field expenses including reconciliation of field budgets with actual expenses as well as preparing a project expense report for each batch of field expenses.
- Analyze the monthly staff timesheet and allocate staff time costs to projects based on time spent.
- Liase with the tax advisors and external auditors to respond to queries, provide documents and seek advice / resolution from them.
- Manage the filing of all monthly expenses, contracts, invoices, salary slips and other relevant documents, including obtaining invoices from suppliers as needed.
- Compile relevant documentation to ensure compliance and timely filling of all taxation and other regulatory requirements such as audits.
- Work closely with the finance teams in other Laterite offices.

**Visa and work permit responsibilities:**

- **Visa and Work Permit Processing:** Handle the end-to-end process of visa and work permit applications, ensuring compliance with immigration laws, regulations, and policies. This includes reviewing and verifying application documents, completing application forms, and submitting applications to the relevant authorities.
- **Documentation and Recordkeeping:** Maintain accurate and up-to-date records of visa and work permit applications, supporting documents, and communication with applicants. Ensure all documentation is organized and readily accessible for reference and audit purposes.
- **Compliance and Regulatory Knowledge:** Stay informed about the Tanzania immigration laws, policies, and any updates or changes in regulations related to visas and work permits. Provide guidance and advice to employees or applicants regarding visa requirements and processes.
- **Liaison with Authorities and Agencies:** Establish and maintain relationships with relevant government agencies, or immigration authorities to facilitate visa and work permit applications. Act as a point of contact for inquiries, resolve issues or discrepancies, and track the progress of applications.
- **Internal Communication and Support:** Collaborate with People teams, managers, and employees to gather required documentation, provide guidance on visa requirements, regularly monitor the status of employees' visas and work permits and ensure timely submission of applications. Communicate updates, requirements, and any changes related to visa and work permit processes internally.

## Requirements

### What you will bring:

- BA Degree in Accounting/Finance or related field
- Minimum 3 years of relevant professional experience
- Excellent spoken and written English communication skills
- Excellent knowledge of office management, visa and work permit processes, and accounting and book-keeping.
- Proficiency in QuickBooks and MS Office especially Excel
- Must be a Tanzanian national

## Benefits

### What's in it for you?

Laterite offers a competitive remuneration package, including medical insurance and 21 days of annual leave. We are also committed to supporting our staff's learning, providing an annual learning budget of up to \$1,000 per person and 10 days of time off for professional learning each year. We also provide remote work options in accordance with Laterite's remote work policy.

The starting salary for this role is TZS 1,409,524 gross per month. The exact salary grade will be determined based on the selected candidate's experience and performance in interviews.

**[APPLY HERE](#)**

