

BOOK KEEPER

JOB DESCRIPTION

Location: Dar es Salaam

Organisation: Camara Education Tanzania

Contract: Fixed term (1 year)

Apply by: <https://bit.ly/4qACWYc>

Role Summary

Camara Education Tanzania is seeking a Bookkeeper to support the Finance Department in maintaining accurate financial records, assisting with budgeting and reporting processes, and strengthening financial controls across projects and operations. Reporting to the Finance Manager, the Bookkeeper will play a key role in recording financial transactions, supporting audits, and ensuring proper documentation and compliance. This position offers valuable hands-on exposure to day-to-day nonprofit and project-based accounting activities and is well-suited to a motivated individual seeking to build practical bookkeeping and compliance skills within a supervised finance environment. The role requires close collaboration with finance, programs, and operations teams to ensure efficient and transparent financial processes, with all outputs subject to review and approval by the Finance Manager

Key Responsibilities

Financial Record-Keeping & Reporting Support

1. Data entry in quickbooks: i.e expenses, raising invoices when instructed by the Finance Manager.
2. Issue of EFD receipts when instructed by the Finance Manager.
3. Maintain well-organised and up-to-date financial records, both physical and digital, under the supervision of the Finance Manager.
4. Ensure proper filing and documentation in line with organisational policies and donor requirements.
5. Assist in updating the weekly payment schedule for review and approval by the Finance Manager and Country Director
6. Bi weekly Bank reconciliations.
7. Act as custodian of office petty cash funds, maintain the petty cash schedule, and submit it monthly for review and reconciliation by Finance Management (FM).

Administrative & Operational Support

1. Support filing, documentation, and general office administration related to finance and operations.
2. Support and coordinate administrative tasks related to human resources, including documentation, staff records management, and internal coordination.
3. Work closely with project and operations teams to ensure timely submission and completeness of financial documentation in line with compliance requirements.

Audit, Donor & Compliance Support

1. Compile audit and donor support files and maintain document trackers as requested by Finance Manager
2. Maintain organised donor, project, and audit folders for ease of reference under the direction of the Finance Manager

Qualifications and Experience

Mandatory Qualifications:

- Diploma or Bachelor's Degree in **Finance, Accounting, Business Administration**, or a related field
- Minimum of **one (1) year of experience** in a similar bookkeeping or finance support role
- Strong numerical, analytical, and record-keeping skills
- Proficiency in **Microsoft Excel** and familiarity with **QuickBooks** or similar accounting software.
- Ability to work both independently and as part of a team
- Good written and verbal communication skills

Competencies

- **Learning-oriented:** Willingness to grow and develop practical finance and accounting skills
- **Organised:** Strong attention to detail and ability to meet deadlines
- **Integrity:** High ethical standards, confidentiality, and compliance
- **Team player:** Ability to collaborate across departments and projects
- **Accountability:** Takes responsibility for accurate and timely work

Terms and Benefits

- **Contract Type:** Fixed Term (1 Year)
- **Remuneration:** Competitive and commensurate with experience and organisational standards
- **Professional Growth:** Opportunity for learning, mentorship, and career development within the non-profit and EdTech sector

How to Apply

Interested candidates should **submit their CV and certificates** via the application form below: <https://bit.ly/4qACWYc>. For enquiries, please contact tanzania@camara.org with the subject line: ***"Bookkeeper Application"***

Camara Education Tanzania is an equal opportunity employer. We encourage qualified candidates of all backgrounds to apply. **Applications from female candidates with proven experience and qualifications are especially encouraged** as part of our commitment to gender equity and inclusion.