

## VACANCY ANNOUNCEMENT

### Assistant Accountant

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#### REPORTING RESPONSIBILITIES

The Assistant Accountant reports to the Senior Accountant (SA) and Finance Manager (FiM), KVTC.

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#### DUTY STATION

Mavimba, Ulanga District, Morogoro Region

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#### OBJECTIVE

The Assistant Accountant is responsible for supporting the Finance Department in ensuring accurate financial reporting, compliance with statutory requirements, effective internal controls, and proper management of financial transactions.

The role supports financial analysis, reconciliations, statutory compliance, and month-end and year-end processes to ensure sound financial management in line with KVTC policies and Tanzanian regulatory requirements.

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#### RESPONSIBILITIES

The responsibilities of the Assistant Accountant include:

- Manage accounts receivable and accounts payable processes.
- Review and verify payment requests, invoices, and supporting documents for accuracy and compliance before processing.
- Prepare and review monthly bank reconciliations and resolve reconciling items promptly.
- Prepare monthly journal entries, accruals, and prepayments and ensure accurate posting in the accounting system.
- Assist in preparation of monthly, quarterly, and annual financial reports.
- Reconcile general ledger accounts and ensure proper ledger management.
- Support statutory compliance including PAYE, NSSF, WCF, SDL, VAT, and other tax-related filings.
- Prepare schedules and documentation required for internal and external audits.
- Monitor budget utilisation and provide variance analysis as required.
- Support cash flow monitoring and forecasting activities.
- Participate in stock counts and inventory verification in collaboration with Stores and Operations teams.
- Ensure proper maintenance and archiving of financial records.
- Ensure compliance with KVTC financial policies, procedures, and Tanzanian statutory requirements.

- Adhere to Safety, Health & Environment (HSE) policies and procedures.

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## **OTHER RESPONSIBILITIES**

- Produce written financial reports as required.
- Perform any other related duties as assigned by the Senior Accountant or Finance Manager.

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## **Qualifications and Experience:**

- Bachelor's Degree in Accounting, Finance, or related field.
- CPA (T) – Intermediate level or above is an added advantage.
- Minimum three (3) years' relevant experience in accounting or finance.
- Experience in financial reporting and reconciliations.
- Good knowledge of Tanzanian tax and statutory compliance requirements.
- Experience working with accounting software systems.
- Strong computer skills (Excel, Word, Outlook, accounting systems).
- Good communication skills in English and Kiswahili.
- High level of integrity, attention to detail, and ability to work independently with minimal supervision.

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## **HOW TO APPLY**

Applicants should email their CV, copies of certificates, and application letter not later than **28th February 2026** to: **HRM@kvtc-tz.com**

Only shortlisted applicants will be contacted and scheduled for interviews.