

WE ARE HIRING

JUNIOR ACCOUNTANT

Polytra Tanzania is seeking a motivated and detail-oriented Junior Accountant to join our team.

KEY RESPONSIBILITIES

- Assist in validating and processing invoices in a timely and accurate manner.
- Support the posting of purchase and sales transactions in Odoo.
- Assist in the preparation of bank and petty cash reconciliations.
- Support supplier and customer account reconciliations (Accounts Payable and Accounts Receivable).
- Assist in the preparation and filing of VAT, withholding tax, and other statutory obligations.
- Maintain accurate documentation and an organized filing system for financial records.
- Support the preparation of monthly financial reports and the financial closing process.
- Provide assistance during internal and external audits.
- Ensure compliance with company policies and financial procedures.
- Assist in monitoring expenses and cost control initiatives.

REQUIREMENTS

- Bachelor's degree in accounting, finance, or a related field.
- Fresh graduate or up to one (1) year of relevant experience.
- Basic understanding of accounting principles.
- Demonstrate willingness to learn and grow.
- Strong attention to detail and organizational skills.
- Basic proficiency in Microsoft Excel (knowledge of Odoo is an added advantage).

Join our team