



JOB TITLE: Accountant

The Guardian Limited, publishers of Tanzania's leading daily newspapers, The Guardian and Nipashe, is seeking to recruit an Accountant to join the team.

Key Responsibilities

- Prepare monthly, quarterly and annual financial statements
- Maintain the general ledger and ensure accuracy of financial records
- Monitor accounts receivable, accounts payable and cash flow
- Process payments, invoices and receipts in a timely manner
- Perform bank and revenue reconciliations
- Ensure compliance with Tanzanian tax laws and regulatory requirements
- Prepare and submit tax returns
- Support budgeting, forecasting and financial analysis activities
- Coordinate internal and external audit processes

Qualifications and Requirements

- Bachelor's degree in Accounting, Finance or a related field
- Professional certification: CPA(T), ACCA or equivalent

- Minimum of 3 years' accounting experience
- Strong understanding of financial reporting standards and tax regulations
- Proficiency in accounting software and advanced Microsoft Excel
- Excellent analytical, organizational and problem-solving skills
- High level of integrity and attention to detail

How to Apply

Interested candidates are invited to submit their CVs and cover letter to: hr@guardian.co.tz

Application Deadline: 4th April 2026

The Guardian Limited is an equal opportunity employer.