



# Job Opportunity Accountant (m/f/x)

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Date: 04 May 2026

The Embassy of Belgium in Tanzania is recruiting an Accountant, **starting mid-August 2026**: someone who works diligently, independently, is client-oriented and is able to follow technical instructions thoroughly.

## The offer

- A varied job with responsibility in a pleasant international environment;
- **Full-time contract for one year (37 hours per week)**, with 6 months trial period. Possible renewal after assessment;
- **Gross salary: 4.125.240 TZS** per month (for a candidate with 2 years' experience – actual salary depends upon the years of relevant experience);
- Additional benefits: **End of year bonus**. Contribution to National Social Security Fund (**NSSF**) and National Health Insurance Fund (**NHIF**).
- For non-Tanzanian citizens: this position requires you to apply for a Tanzanian work permit;

## Tasks

### Accounting operations:

- Collect and/or provide the necessary information and documents from/to contact persons and/or managers
- Encode and update data in the required accounting systems
- Prepare financial documents according to the schedule: remuneration receipts, bonus tables, calculation of promotions, etc.
- Plan budgets according to the planned timetable: budget preview and review, monthly budget evolutions, etc.
- Prepare payments.
- Manage communications with banks or other third parties in the framework of the accounting tasks.
- Archive accounting items and documents according to the instructions.
- Monitor and/or manage consular revenues

- Help with the renegotiation of contracts (under the supervision of the Head of Administration).
- Review invoices and/or disbursement statements, receipts, etc. before giving them to the manager ;
- Transmit to the manager communications from local bodies that are relevant to budget management (e.g.: social contributions, VAT system).
- Ensure that the standards and accounting principles are observed
- Assess with accuracy and consistency the budgetary and accounting documents
- Assess the available funds (in cash and at the bank) and point out possible problems (overspending, liquidity shortfall etc.)
- Consult the various data bases and verify the consistency and the harmonization between them.

### Logistics management operations: (buildings, vehicles or services)

- List work, supplies and various service needs, based on the information received ;
- Suggest an order of priority according to level of urgency and budgetary constraints ;
- Draft or help to draft specifications for works, equipment and services ;
- Monitor and/or contribute to monitoring public contracts (receipt and analysis of tenders, drafting of attribution reports, writing of order forms, follow-up of services, etc.) ;
- Contribute to the stock management of various equipment (vehicles, office equipment, technical devices, decoration, etc.) ;
- Keep inventories up-to-date ;
- Supervise works, the safety of buildings, etc ;
- Manage contacts with security firms ;

### SPOC (Single Point Of Contact) ICT

- Keep the inventory of the ICT equipment up-to-date ;
- Notify needs and deficiencies ;
- Help to install the equipment (hardware, software) ;
- Be the contact person between the post and the Department's ICT services ;
- Optimize/update the communication resources (telephones, smartphones, Internet, etc.) and ensure the good management of communication budgets.

## Main skills and competences

### Conditions of participation

- You have a **University degree in a related field or an equivalent relevant experience.**

### Technical skills

- You have **at least 2 years of experience in a similar role** (Accountant) ;
- You are computer-savvy (Word, Excel, PowerPoint, Outlook, etc.) ;
- You have an excellent knowledge of English (written and spoken) ;
- You are able to express yourself well, both orally and in writing ;
- You are able to respect deadlines and to work autonomously and accurately.

### Behavioural skills

- You are a team player and service-oriented ;
- You have **integrity and loyalty** and show respect for others ;
- You are flexible and keen to develop new skills ;
- You have a sense of responsibility.

### Assets

- You have a very good knowledge of Dutch and/or French (written and spoken) ;
- You have knowledge of local legislation and customs ;
- You have a knowledge of Belgium, and Belgian legislation ;
- You have a knowledge of Kiswahili.

### How to apply

Please send your application by email, including a concise motivation letter and CV in English with a photo, **no later than 20 May 2026** to the attention of Mr. Pierre Bertels, Head of Administration, at [daressalaam@diplobel.fed.be](mailto:daressalaam@diplobel.fed.be).

A first selection of candidates will be done based on the submitted application file. The short-listed candidates will be invited for an interview and a test on a date to be determined later.

For more information about the Embassy of Belgium in Tanzania, please refer to:

- <https://tanzania.diplomatie.belgium.be/en>
- <https://www.facebook.com/embassy.belgium.tanzania/>
- <https://www.instagram.com/belgiumtanzania/>
- <https://twitter.com/BelgiumTanzania>

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