

Life Insurance • General Insurance • Investments

We Are Hiring!

Position

Assistant Accountant

Submit your updated CV to:
Email: generalrecruitment@sanlamallianz.co.tz
indicating job title as the mail subject
by May 20, 2026

 **Sanlam | Allianz** 



Job Purpose

Ensuring supports the finance function by maintaining accurate financial records, ensuring compliance with Tanzanian tax laws, managing fixed assets, and reconciling General Ledger accounts to strengthen overall financial operations.

Main Responsibilities

- Prepare and assist in submission of statutory tax returns (VAT, WHT, PAYE, SDL, Stamp Duty, Premium, Levy, etc.) for Mainland and Zanzibar.
- Monitor and interpret changes in tax legislation to ensure compliance with applicable laws and regulatory requirements.
- Maintain and update the fixed asset register, including acquisitions, disposals, transfers, and depreciation schedules.
- Conduct periodic asset verification and ensure proper tagging, documentation, and reconciliation with records.
- Provide support during internal and external audits related to taxation and regulatory compliance.
- Monitor and apply tax adjustments, such as decreasing adjustments for cancellations and communicate with internal teams and external stakeholders to obtain necessary documentation.
- Review and reconcile General Ledger accounts to ensure accuracy and completeness of financial data.
- Maintain comprehensive documentation and records for all tax filings and transactions in accordance with statutory requirements.

Education

- Bachelor's degree in accounting, Finance, Taxation, or Commerce.
- CPA will be an added advantage.

Experience

- 2–3 years of experience in accounting or audit, preferably within the insurance, banking, or financial services industry.

Required Skills

- Strong knowledge of Tanzanian tax laws and insurance regulations.
- Familiarity with IFRS and local financial regulations.
- Analytical and problem-solving ability.
- Excellent communication and report-writing skills.
- High integrity, confidentiality, and attention to detail.

We Are Hiring!

Position

Assistant Finance
Manager - Treasury

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indicating job title as the mail subject
by May 20, 2026

Job Purpose

Dealing with reconciliations and payments within the Company. Daily operational issues such as preparation of journal vouchers, cheque replacement and generating transactions into the ledgers.

Main Responsibilities

- **Bank Reconciliation Oversight & Control:** Support the Finance Manager in overseeing the preparation and review of monthly bank reconciliations, ensuring completeness, accuracy, and timely submission. Follow up on reconciling items and drive resolution of outstanding issues to maintain clean and audit-ready balances.
- **Cash Flow Monitoring & Liquidity Management:** Assist in monitoring daily and projected cash inflows and outflows to ensure optimal liquidity for operational and claims obligations. Support effective allocation of funds across collection and disbursement accounts to facilitate smooth and timely payments to stakeholders.
- **Treasury Operations & Investment Execution:** Support the execution of treasury strategies by ensuring excess funds are promptly invested in approved instruments (e.g., Treasury Bonds, fixed deposits, call accounts) in line with company policy. Maintain proper documentation of all investment transactions, including certificates and withholding tax records.
- **Payments Management & Controls :** Oversee the payments process to ensure all disbursements are processed accurately, authorized in line with the Delegation of Authority (DOA), and executed within agreed timelines. Strengthen controls around payment validation, bank uploads, and approvals to minimize operational and fraud risks.
- **Systems Reconciliation & Process Support:** Support system integration and reconciliation between core systems (e.g., Premia and Sage), ensuring data integrity across underwriting, finance, and treasury modules. Assist in system enhancements, testing, and implementation of automation initiatives.
- **Balance Sheet Reconciliations & Ledger Integrity:** Ensure timely reconciliation of treasury-related balance sheet accounts, including bank accounts, other receivables, and clearing accounts. Investigate and resolve variances to maintain accuracy of financial records.

Main Responsibilities

- **Financial & Regulatory Reporting:** Support the preparation of treasury-related reports, including monthly investment reports, IDS submissions, and regulatory returns. Ensure all reports are accurate, complete, and submitted within required timelines.
- **Audit Support & Compliance:** Act as a key point of contact for internal and external audits on treasury and payments matters. Provide required documentation and explanations promptly, ensuring compliance with internal policies and regulatory requirements.
- **Operational Efficiency & Continuous Improvement:** Drive improvements in treasury and payments processes through automation, standardization, and strengthened controls. Support initiatives aimed at enhancing reconciliation efficiency, reducing manual intervention, and improving turnaround times.

Education

Bachelor's degree in accounting or related field, CPA or similar qualifications

Experience

- Minimum three (4) years' experience in accounting operations.

Required Skills

- Information Management
- Reconciliation
- Financial Reporting