



JOIN OUR TEAM

Branch Accountant

4 Positions

Job Summary:

Manage daily branch financial operations, maintain accurate cash records, verify customer payments, ensure policy compliance, and support the Branch Manager and Head Office Finance team.

Key Responsibilities:

- Manage branch cash and maintain an adequate daily float.
- Process payments only with the required Head Office Finance approval.
- Maintain the daily cashbook and submit reports on time.
- Verify supplier invoices and forward approved documents for payment.
- Coordinate timely updates of agent credit floats.
- Issue accurate and timely EFD receipts.

Qualification:

- Graduate with a Diploma in Accounting, Finance, or a related field.
- Minimum of one year of relevant work experience in finance or accounting.
- Proficiency in Microsoft Office applications, particularly Microsoft Excel.
- Good numerical, reconciliation, and record-keeping skills.

Operation Base:

Head Office (Dar es Salaam)
Dar es Salaam Airport
Kilimanjaro
Zanzibar



Email Applications to: rosemary@flightlink.co.tz