



JOB TITLE: Accounts and Finance Officer

Deadline: 27 Jul 2026

Location: Dar-es-salaam, Tanzania

Job description

Financial accounting and record keeping

- Maintain the general ledger – post journals, accruals, prepayments, provisions and depreciation
- Perform monthly reconciliations: bank accounts, supplier and customer statements, control accounts, inter-company and inter-branch balances
- Maintain the fixed asset register, run depreciation schedules, and coordinate physical asset verification and disposals
- Ensure complete, properly authorised documentation for every transaction

Accounts payable and receivable

- Verify supplier invoices against purchase orders and goods received notes; schedule and process payments
- Raise customer invoices, monitor the debtors ageing report, follow up on collections and escalate overdue accounts
- Administer petty cash, staff imprest and advance retirements

Reporting

- Prepare monthly, quarterly and annual management accounts – income statement, balance sheet and cash flow

- Produce budget-versus-actual variance analysis with written commentary on significant movements
- Support preparation of annual statutory financial statements in line with IFRS
- Prepare donor, grant or project-specific financial reports where applicable

Budgeting, forecasting and analysis

- Assist in preparing the annual budget and periodic reforecasts
- Maintain rolling cash flow forecasts and monitor liquidity
- Carry out cost, margin and profitability analysis; support business cases and investment appraisals

Tax and statutory compliance

- Compute, file and pay withholding tax, PAYE and social security contributions within statutory deadlines
- Maintain a compliance calendar and keep supporting reconciliations audit-ready
- Liaise with the revenue authority on assessments, refunds and queries; keep business licences and registrations current

Payroll

- Prepare monthly payroll, statutory deductions and payslips; reconcile payroll to the ledger and to statutory returns

Audit and internal control

- Prepare audit schedules and lead-sheets; act as focal point for external and internal auditors
- Implement audit recommendations and track remediation
- Apply and monitor internal controls, enforce segregation of duties, and flag irregularities or suspected fraud

Treasury and banking

- Process payments and transfers, manage banking relationships and signatory mandates
- Handle foreign currency transactions and maintain loan and lease amortisation schedules

Systems and administration

- Maintain data integrity in the accounting system and support system upgrades or migrations
- Reconcile inventory and support procurement, contract and supplier management
- Any other duties reasonably assigned by the Finance Manager

Requirements

- High level of integrity, confidentiality and professional ethics
- Strong analytical and problem-solving ability with attention to detail
- Ability to meet strict reporting deadlines and work under pressure
- Clear written and verbal communication, including explaining financial matters to non-finance colleagues
- Organised, self-driven and able to work with minimal supervision

Professional qualifications

- Bachelor's degree in Accounting, Finance, Commerce, Business Administration or a related field
- A Master's degree (MBA, MSc Finance) is an added advantage

APPLICATION PROCEDURE

Send your resume and application letter in English to: hr@ths.or.tz