JOB TITLE: Assistant Accountant

Department: Finance and Administration

Location: FINCA Head Office, Dar es Salaam

Validity period: 12/11/2026 – 23/11/2026

Job Summary

Employees in this job correct, process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash Receipts, vendor statements, and journal vouchers. Review and code financial Information, prepare reports, compile and review information for accuracy and maintain records

Essential duties

- Preparation and payments of all regulated taxes.
- Preparation of all regulatory reports.
- Reconciliation of Balance sheet schedules.
- Tax check before payment is done to any service provider (ensure proper tax deduction is done).
- Payment of staff advance in order to support staff in carrying out their daily duties.
- Payment of top up cheque to branches.

- Reconciliation and maintenance of staff advance account.
- Managing and processing of payments to suppliers and ensure that they are properly accounted for.
- Prepare and posting of prepayments and Amortizations.
- Prepare and posting of provisions and Accruals.
- Filling of vouchers on daily basis and ensure they are properly maintained.
- Assisting the internal auditors, compliance and external auditors on the provision of supporting documents when requested.
- Daily reconciliations of General Ledgers.
- Participate in the day-to-day receipt of goods as well as monthly stocktaking.
- Daily check, monitoring of the interest accrual on loans & savings and follow up on the abnormal variance with IT on daily basis
- Assist in Preparation of daily weekly and monthly-consolidated reports.
- Assist in Preparation of Branch and product profitability reports.
- Carry out any other duties assigned in the accounting Department

Qualifications

- University Degree or Advance Diploma preferably in accounting or equivalent.
- Good report writing and analytical skills.
- Proficiency in Excel and computerized accounting packages is necessary.
- One year experience
- The candidate must have an idea of what accounting is related to and must have one year experience in Banking

How to apply

Apply: Send your CV not later than November 23, 2026 to TZ_Recruitment@finca.co.tz

#Only shortlisted candidates will be contacted