



Mikocheni Light Industrial Area P.O BOX 7555 Dar-Es-Salaam  
Contact: +255 22 278 0376

**Job Title:** Senior Accountant

**Reports To:** Head of Finance

**Department:** Finance and Administration

**Location:** Dar Es Salaam / Bagamoyo

### Key Responsibilities

- Ensure that financial practices comply with all statutory legislation and regulations and company policy.
- Provide financial advice and support to the business to enable the management team to make sound business decisions.
- Manage treasury including all short and medium cash flow projections.
- Ensure compliance with all loan covenants and reporting requirements.
- Provide short- and long-term budgetary planning.
- Take overall responsibility for the organization of the accounts department that is – structuring, recruiting, and managing accounts staff etc. with approval of CEO.
- Provide and present accurate monthly management accounts to the CEO and senior business managers monthly.
- Provide advice to the senior management of the business on strategy and operational controls.
- Work with Senior management to further update monthly management financial reporting to include:
  - An update of company rolling cash flow forecast for next 12 months.
  - An update of company rolling forecast for next 12 months.
  - A review of each business unit's performance year to date against budget.
  - A detailed cash flow for the following month.
  - An update of the business financial KPI's.
- Produce annual audited financial statements.
- Liaise with company auditors.
- Manage company bank accounts.
- Provide proper tax planning for the business, liaising with in country auditors where necessary.
- Manage company taxation, liaise with Tanzania Revenue Authority, and participate in tax audits.
- Oversee the company asset register and update monthly.
- Audit company expenditure and advice of cost reduction opportunities.
- Action the outcomes of all audits and auditors' management letters.
- Keep abreast of changes in financial regulations and legislation.
- Implement internal controls to protect the company's assets and ensure that accurate and timely data flow to the finance department from the operating activities is achieved.
- Prepare in collaboration with the HR-department the monthly payroll.



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### **Knowledge, Skills, Qualifications and Experience required for this Role**

#### **Skills:**

- Sound knowledge of accounting fundamentals from detail transacting to production and interpretation of Annual Financial Statements.
- Compliance oriented.
- Executive level of managing and maintaining the efficiency and correct operation of the accounting software.
- Ownership of fiscal and regulatory matters.
- Knowledge of relevant ERP software

#### **Job Experience:**

- 7 plus years' experience in a senior position in a Finance and Accounting department.
- Experience in Auditing, Cash flow, Funding management, Budgeting, Internal controls, reporting pack (Finance and Operations) is a must.

#### **Education:**

- Bachelor's degree in accounting.
- Professional Qualifications such as CPA, ACCA, CIMA, or equivalent will be an added advantage.

#### **Competencies required for this Role**

- Good communication skills.
- Strong leadership qualities.
- Excellent interpersonal skills.
- Analytical skills.
- Attention to detail.
- Solid unshakable personal value system.

#### **HOW TO APPLY:**

Frostan Ltd is an equal opportunity employer and the position is open to all. Qualified candidates should submit a CV and relevant certificates. Only candidates with the required experience will be contacted. Submissions to be sent to: **Email: [recruitment@frostan.co.tz](mailto:recruitment@frostan.co.tz). Closing date: 13 October 2023.**