



CAREER OPPORTUNITY

POSITION: ACCOUNTANT (1Post)

Job Purpose

To record financial transactions in the bank's system, prepare reconciliation of various ledgers, update fixed asset and intangible register (FAR) and reconcile the same and perform any tasks assigned by Accountant, Senior Accountant and Chief accountant.

Duties and Responsibilities

- Ensure monthly payment of taxes and levies as required by the Tanzania Revenue Authority.
- Ensure payment of all social security and other regulators on timely manner
- Making follow-up and ensure all the monthly accruals and prepayments are recognized accordingly.
- Perform monthly reconciliations of balance sheet ledgers
- Maintaining a physical register detailing records for incoming and outgoing payments.
- Update and maintaining the fixed asset and intangible asset register.
- Ensure annual fixed asset verification is planned and executed
- Preparation of monthly management account, external and internal audits and tracking of yearly budget.
- Preparation of group reporting pack on quarterly basis

Knowledge and qualifications

- Bachelor's Degree /Advance Diploma in Accounts/Finance or any related field.
- Good knowledge of the tax system of Tanzania and the norms of the Central Bank.
- Excellent knowledge of International Financial Reporting Standards and other local accounting standards.
- Excellent knowledge of computer skills specifically Ms Excel.
- Fluency in Kiswahili and English

Experience

At least 3 years of experience as a Finance and Accounting profession in a Financial Institution or related industry.

Applications should be made through career@accessmfb.co.tz. DO NOT send applications more than once. Interested applicants can submit their application letters and CV not later than 4th October 2023.