



## EMPLOYMENT OPPORTUNITY

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 3,000 students. CUHAS is currently running programmes in Doctor of Philosophy (PhD), Master of Medicine (MMed), Master of Public Health (MPH), Master of Science in Pediatric Nursing (MSc.PN), Master of Science in Clinical Microbiology and Molecular Biology (MSc. CMDMB), Master of Science in Epidemiology and Biostatistics (MSc. EB), Doctor of Medicine (MD), Bachelor of Pharmacy (BPharm), Bachelor of Science in Nursing Education (BSc.NED), Bachelor of Science in Nursing (BSc.N), Bachelor of Medical Laboratory Sciences (BMLS), Bachelor of Science in Medical Imaging and Radiotherapy (BSc.MIR), Diploma in Pharmaceutical Sciences (DPS), Diploma in Medical Laboratory Sciences (DMLS) and Diploma in Diagnostic Radiography (DDR). CUHAS is looking for highly qualified and motivated individuals to fill the following positions:

### 1. PRINCIPAL ACCOUNTANT II - READVERTISEMENT

#### i. Qualifications

- Holder of master's degree or equivalent in Accounting, Finance, or its equivalent from a recognized University/ Institution PLUS a recognized professional accountancy qualification {CPA(T)} or its equivalent with at least six years work experience in a similar position in a reputable organization/ institution.
- Holder of Diploma in IPSAS will have added advantage. The applicant must be registered with NBAA in good standing in the category of Associate or Fellow.

#### ii. General Attributes

- Fluent in both written and spoken Swahili and English,
- Good Computer skills,
- Excellent communications, presentational and organizational skills,
- Adherence to professional ethics and integrity,
- Personal organization and planning skills,
- Capable of rigorous analytical approach and results oriented,
- Adaptability, Flexible and stress resistant,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.

#### iii. Duties and Responsibilities

- To participate in reviewing policies pertaining to accounting and financial system such as financial regulation and manuals,
- To prepare draft final accounts and coordinate External Auditing,
- To interpret financial regulations,

- To implement directives on financial matters and provide relevant financial advice,
- To participate in implementing of all accounting functions,
- To participate and supervise preparation of budgets, that is, estimates of income and expenditure,
- To monitor and supervise bank reconciliations including final accounts reconciliations,
- To carry out accounting functions in accordance with financial regulations,
- To control capital and recurrent expenditure,
- To supervise posting of subsidiary registers for debtors, creditors and fixed assets,
- To prepare bank and final accounts reconciliation,
- To prepare schedules, statements and other information for management and auditors,
- To ensure proper maintenance of Fixed Assets Register,
- To perform any other related duties assigned by the senior officer.

## **APPLICATIONS**

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- All application letters must be accompanied by detailed and current curriculum vitae, all relevant certificates and full transcripts. **For applicants with foreign certificates, a recognition by TCU must be attached.**
- Names and valid addresses (and phone numbers or emails) of 3 credible referees must be provided.
- **For applicants sending their applications through email, all documents must be attached as one PDF document.**
- The deadline is **Monday 12<sup>th</sup> February 2024 at 04:30 pm.**
- Applications must be addressed and sent to:

**VICE CHANCELLOR,  
CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES (CUHAS),  
P.O. BOX 1464,  
MWANZA,  
TANZANIA.**

**Or E-Mail to: [recruitment@cuhas.ac.tz](mailto:recruitment@cuhas.ac.tz)**