



Position: Assistant Accountant

Duty Station: Dar es Salaam

ABOUT TAWLA

Tanzania Women Lawyers Association (TAWLA) is a Non-Governmental Organization (NGO) which was formed primarily as a guild to promote and advance legal and constitutional rights of women. The aims and objectives of the organization are: to advocate for gender equality, promotion of human dignity and gender justice through policy, legal and institutional reforms, community action and media engagement. From that context, TAWLA envisage a society that respects and upholds the rights of women and her mission is to promote and protect the rights of women and good governance through legal empowerment.

Job Overview

Supporting the finance department, accountant, and management team by completing routine clerical and accounting tasks. Preparing budgets, maintaining reports, and completing basic bookkeeping and accounting duties for the company.

Key Responsibilities:

- Maintaining accurate records of company ledgers and daily financial transactions.
- Conducting reconciliation of invoices to identify any discrepancies.
- Coordinating and overseeing payment and billing details for external service providers, contractors, and vendors.
- Processing reimbursement forms efficiently.
- Validating payments and deposits made via the company account, ensuring coordination with the bank.
- Performing monthly bank reconciliations to ensure accuracy.
- Identifying and resolving any discrepancies found in ledgers and accounts, tracing them back to their source.
- Overseeing payroll activities and ensuring timely salary disbursements.
- Managing imprests for staff travel expenses.
- Handling the preparation and submission of statutory payments, including PAYE, SDL, WCF, Service levy, NHIF, HLSB, etc.
- Preparing and reconciling monthly VAT returns, submitting them through the TRA online filing system.
- Assisting with stock verification and reconciliation processes.
- Maintaining a systematic document filing system for efficient record-keeping.
- Generating comprehensive reports for both management and team members.

Qualifications, Experience & Skills Required

- Ability to handle sensitive and confidential information with discretion.
- At least 2 years of experience in Accounting or Finance roles.
- Bachelor's degree in accounting, accounting and finance, or an Advanced Diploma in Accounting or a related field.
- Capable of managing multiple tasks and meeting deadlines.
- Competent in reconciling and submitting monthly VAT returns via the TRA online filing system.
- Demonstrated organizational skills.
- Effective time management skills.
- Experience in preparing and submitting statutory payments, including PAYE, SDL, WCF, Service levy, NHIF, HLSB, etc.
- Familiarity with relevant software programs such as MS Excel and accounting software like QuickBooks.
- Proficiency in analyzing and interpreting financial data.
- Reliable, honest, and trustworthy.
- Strong organizational abilities.
- Strong written and verbal communication abilities.
- Understanding of fundamental bookkeeping procedures.

MODE OF APPLICATION

To apply, please send your application (CV and Cover letter) to recruitment@tawla.or.tz Not later than 20th March 2024, 1700HRS)

NB:

TAWLA is an equal opportunity employer.

Applicant must have never been convicted of a violation of children's rights.

Only shortlisted candidate will be contacted.