

NovFeed is Growing, and We Need Your Expertise!

Job Title: Accountant

Department: Finance

Position Ref No: 2024//012

Location: Dar Es Salaam, Tanzania

Job Type: Full Time

Are you a finance enthusiast with a keen eye for detail and a passion for accuracy? NovFeed, a biotech company in Dar Es Salaam, Tanzania, is seeking a skilled Accountant to join our dynamic Finance team.

Responsibilities:

1. Ensure accurate and timely monthly and annual reports, coordinating the monthly closing process, and reconciling general ledger accounts.
2. Collaborate with external auditors for smooth audit processes.
3. Coordinate the preparation and review of bank reconciliations.
4. Create Key Performance Indicators (KPIs) for accounting staff and evaluate the team's performance.
5. Develop and implement new procedures and features to enhance the workflow of the unit.
6. Manage tax administration, ensuring proper handling of all tax obligations (VAT, Withholding taxes, Income Tax, PAYE/SDL, Stamp Duty, City Service Levy).
7. Monitor adherence to the company's accounting procedures.
8. Monitor the accounting service, working to develop more efficient procedures and resource utilization while maintaining a high level of accuracy.
9. Perform any other duties assigned by your line manager within your scope of work.
10. Prepare a monthly accrual table and reconcile accruals posted with invoices received.
11. Supervise the monthly closing process and reconciliation of general ledger accounts.

Requirements:

1. Bachelor's Degree in Accounting or Equivalent with minimum of three years of work experience or Diploma certificate with minimum of 7 years of work experience
2. experience in accounting, financial reporting, and audit areas, with a preference for experience in large multinational organizations.
3. Strong verbal and communication skills.
4. Strong interpersonal, supervisory, and customer service skills.

How to Apply:

Send your updated resume, cover letter, and relevant documents to info@novfeed.com with the subject line "Application for Accountant - Ref No: 2024//012."