



AFROIL INVESTMENT LIMITED

VACANCIES ANNOUNCEMENT.

We, Afroil Investment Limited an oil marketing company based in Dar Es Salaam, Tanzania fully licensed and incorporated on 23rd October 2008 is currently looking for dynamic result-oriented individuals to fill the following Vacancies.

Job Title: Accountant (4 Positions).

Reports to: Finance Manager.

Department: Finance.

JOB PURPOSE.

To facilitate accurate and timely entry of accounting information (Data) into the accounting system (SAP) and to ensure good corporate financial management within the Company.

Duties and Responsibilities.

1. Maintaining the books of account, that is purchases documents/receipts and payment vouchers.
2. Preparing month end standard journal entries.
3. Maintaining the fixed asset sub-ledger/register.
4. Prepare month end bank reconciliation.
5. Keep updated with current tax legislation.
6. File month end VAT returns, SDL, PAYE, WCF and NSSF.
7. File half year and yearly P9 & P10 tax returns to TRA.
8. Carry out all daily bank entries posting into the accounting package (SAP) and Reconciliation.
9. Posting of all Petty Cash.
10. Proper records management including filling and keeping of files.
11. Manage all accounting transactions.
12. Handle monthly, quarterly and annual closings.
13. Reconcile accounts payable and receivable.
14. Ensure timely bank payments.
15. Compute taxes and prepare tax returns.
16. Manage balance sheets and profit/loss statements.
17. Comply with financial policies and regulations.
18. Perform any other duty as assigned by the supervisor.



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PERSON SPECIFICATION.

Qualification & Experience

- Experience in Supermarket, Transport, Stock Management and Card Systems is an added advantage.
- Bachelor's degree in accounting or finance.
- Minimum of 3 -6 years' experience in accounting/finance
- Experience with financial reporting requirements
- Certified/Chartered Accountant with NBAA is an added advantage
- Experience with accounting software, like Tally& SAP
- Excellent analytical skills with an attention to detail
- Integrity, with an ability to handle confidential information
- Computer knowledge e.g. MS Excel, Word, internet and Usage of various software packages.

Key attributes

- Ability to accept criticism and work well under pressure.
- Excellent verbal and written communication skills – English & Kiswahili
- Financial management knowledge.
- Reporting Skills
- Attention to Detail
- Deadline-Oriented
- Time Management
- Data Entry Management
- General Mathematics Skills

MODE OF APPLICATION.

Interested and Qualified candidates to send their updated CVs through email;
hr@afroilgroup.co.tz

Please note that only shortlisted candidates will be contacted for interview. This position attracts competitive package and remuneration.

Deadline of application is Friday 19th November 2021 before 5 pm.