

1. POSITION: **Senior Tax Associate**

Job Location: Dar es Salaam

Starting Date: 1st November 2021

Due date: 15th November 2021

Positions: 1

Duties/Responsibility Summary

- Preparing and submitting tax returns of our client before due dates.
- Perform tax health check of our client's tax affairs.
- Liaising with Tanzania Revenue Authority (TRA) on behalf of the client on the tax findings
- Creating tax strategies for clients and advise regularly on the compliance.
- Carrying out detailed computations to calculate Income tax, Deferred tax, and Repatriation tax (in case of Foreign branch)
- Working with internal and external auditors during reviews and statutory audits to ensure full cooperation from accounting departments and compliance with all qualified requests.
- Ensuring tax strategies is aligned with business strategy.
- Conversant with PAYE, SDL, NSSF, WCF, Excise, Withholding Tax and VAT reconciliations.
- To present tax reports, updates, or insights for clients.
- Examining financial accounts and related documents<./li>
- Dealing with tax insolvency, objection, appeal, and merger cases.<./li>

Candidate's profile:

- At least 1-2 years of experience in tax.
- Bachelor's degree in taxation or equivalent tax qualification from a recognized institution.
- Prior experience in taxation would be an added advantage.
- Self-motivated and capable of working under pressure to meet deadlines.
- Excellent command in English both speaking and writing.
- Excellent in tax laws i.e. Income tax Act, VAT Acts, Tax Administration Acts and many more.

- Commercial awareness.
- Good team player.
- Approach challenges with confidence and optimism.
- Recognize areas of improvement and overcome obstacles.
- Inquisitive and capable of working under minimum supervision.

2. POSITION: **Company Secretarial**

Job Location: Dar es Salaam

Starting Date: 1st November 2021

Due date: 15th November 2021

Positions: 1

Duties/Responsibility Summary

- To reform/update company's records for different clients to the new online system of BRELA (The Business Registration and Licensing Agency).
- To prepare the Programmed Information, Memorandum, resolution, minutes and to ensure regulatory compliance for different companies.
- Preparation, Registration and perfection of different legal security documents.
- Ability to carry out various wind up projects for companies and business cessation projects.
- To Provide strategic advice on commercial transactions.
- To advise and initiate the best credit recovery measures to our client.
- Knowledge of Companies Act of Tanzania.
- Understanding on incorporation of business structure.
- Advising clients benefits of business structure.
- Ability to draft loan Agreements, Partnership, Board resolution.
- Awareness of secretarial compliance related to sale of shares, Fair Competition Commission, TRA and other statutory offices.

Qualification and experience:

- Advanced Diploma or Bachelor degree in Law, accounting, business administration of related field from recognized and reputable institution.

3. POSITION: Office Administration/ Reception

Job Location: Dar es Salaam

Starting Date: 1st November 2021

Due date: 15th November 2021

Gender: Female

Positions: 1

Responsibilities

- Support day-to-day office functioning, including reception of external visitors or service providers
- Ensure entire office space is always neat and tidy projecting a professional work environment
- With respect and courtesy, receive visitors to the office and direct them appropriately i.e. responses to inquiries
- Answer and/or redirect incoming phone calls, and advise accordingly
- Coordinate messenger service internal & external
- Respond to email correspondences on behalf of office email, and advise accordingly
- Manage office suppliers and supplies
- Make routine travel arrangements
- Maintain a filing system at the office; ensure that a copy of all incoming/ outgoing correspondence, utilities bills, etc. are filed chronologically
- Ensure that the telephone, lights, air conditioners, photocopier machines and printers are in a state of good repair. Immediately report any faults and liaise with service providers to ensure that the firm receives quality services
- Co-ordinate and organize appointments, meetings and facilitate the equipment needed for the meetings.
- Compose and type letters directed by management
- Adhere to Firm policy and procedures

Requirements/ Qualifications

- 2-3 years' hands-on experience as Receptionist, Administration or Front-Desk Officer
- Bachelors in, Business Administration, Office Management or other relevant field
- Proper mix of strong communication and interpersonal skills as well as orientation to details and organizational skills.
- Ability to function effectively in team situations and flexibility to varying workloads.
- Intermediate skills with MS office word, Outlook, Excel, and PowerPoint

- Additional accreditation in Office Administration and/or Management will be an added advantage

4. POSITION: **Accounts Assistant**

Job Location: Dar es Salaam

Starting Date: 1st November 2021

Due date: 15th November 2021

Positions: 2

Job Description and Responsibilities:

- Performs general accounting activities, including the preparation, maintenance and reconciliation of ledger accounts and financial statements such as balance sheets, profit-and-loss statements, and capital expenditure schedules.
- Preparation of financial statements on a monthly and yearly basis.
- Accurate and timely preparation of the monthly management reports(MIS).
- Working closely with team on cost initiative strategies and recommending strategies to reduce costs.
- Manage petty cash accounts.
- Review and submit monthly bank reconciliations.
- Perform other tasks as assigned by his/her supervisors.

-Experience/requirements:

- At least 2-3 Years of experience with same role<./li>
- Excellent command of spoken and written English.
- Advance use of MS Office.
- Willing to work under supervision and learn new skills quickly.
- Be result oriented and able to meet deadline.

Advanced Diploma or Bachelor degree in Law, accounting, business administration of related field from recognized and reputable institution

Qualification:

- Bachelor's degree in Accounting/Finance.

5. POSITION: **Senior Audit Associate**

Job Location: Dar es Salaam

Starting Date: 1st November 2021

Due date: 15th November 2021

Positions: 2

Duties/Responsibility Summary

- To provide guidance to associate on audit schedules to be prepared and audit test to be performed.
- During the fieldwork to review the work of the associate.
- To review the audit work completed by associates.
- To provide Audit Senior with feedback of work going on.
- To verify amounts and other information included in audit confirmation to audit work paper and inform Audit Senior on any discrepancies noted.
- To inform audit senior of any issues or observation gained during the audit field work.
- Assist Audit Senior in follow up time table agreed with Clients
- Assist Audit Senior in the preparation of analytical review from trial balance and other information received from client prior to the planning meeting for discussion on any significant variances and design of suitable audit procedures.
- To be fully prepared for discussion with Audit senior on impact of standards (accounting and audit) effective for annual period as applicable having impact in financial statement and update IFRS checklist for each client.
- Any other work related matters.

Experience/requirements:

- At least 1-2 Years of experience in audit.
- Experience in supervising and coaching junior members of staff.
- Excellent command of spoken and written English.
- Advance use of MS Office.
- Demonstrate professionalism and competence in the audit client's environment.
- Willing to work under supervision and learn new skills quickly.
- Be result oriented and able to meet deadline.

Qualification:

- Partly or Fully ACCA/ACA/CPA qualified.
- Degree in Accounting Business or Finance.