

KARAGWE DISTRICT COOPERATIVE UNION LIMITED



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398 Bugene Road
P.O. Box 14
35402 KARAGWE

JOB VACANCIES

Karagwe District Co-operative Union Ltd (KDCU Ltd) is an Agricultural Co-operative Society formed and registered by the Registrar of Co-operatives in 1990. It was established with the general purpose of promoting, developing and improving the status of its member farmers in various economic, social and environmental sectors in accordance with guiding principles and fundamentals of Cooperatives. This purpose is geared to enhance coffee farmers' incomes and their livelihoods in Karagwe and Kyerwa Districts.

Currently the Union has grown into a strong and autonomous organization hence the need to recruit qualified personnel. In this regard, the Board of KDCU Ltd seeks to recruit qualified, dedicated self-motivated and hardworking Tanzanians to fill the following available vacancies at its offices located at Kayanga in Karagwe District.

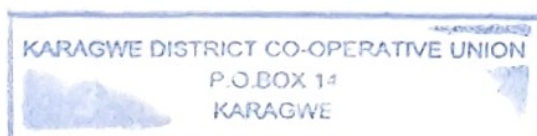
1.0 CHIEF ACCOUNTANT (1 Vacancy)

Nature and scope

The successful candidate will report to the General Manager. He/She will be responsible for maintenance of books of accounts, financial reporting and routine processing of the transactions relating to Finance. He/She will supervise the financial budgeting process and reporting, payment to suppliers as well as formulation of controls to safeguard the financial resources of the Union.

Duties and Responsibilities

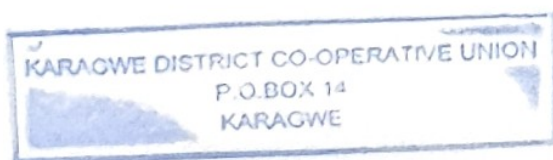
- i. Supervise the accounts department and monitor financial information on a daily basis and ensure that accounting records are accurately and properly prepared and maintained;
- ii. Co-ordinate budgeting exercise including production of regular budget reports and budgetary control;



- iii. Chief advisor to the management and Board of Directors on all financial matters of the Union,
- iv. Ensure that all the statutory returns are prepared and payments are made in time;
- v. Overall, in-charge of costs control in the Union using budgetary and other management control methods;
- vi. Advise the company on compliance to tax matters i.e., VAT, corporate tax, PAYE, withholding tax etc to ensure statutory compliance and prepare the relevant monthly/quarterly and annual returns;
- vii. Design and implement internal financial controls;
- viii. Carry out transaction settlements in accordance with authorization mandates and in observance of prudence and existing internal controls;
- ix. Monitor cash requirements/position;
- x. Prepare all statutory and regulatory reports in line with accepted accounting standards;
- xi. Provide guidance to the Management on issues pertaining to accounting as well as financial and regulatory reporting;
- xii. Prepare and submit Management, Board and regulatory reports of high quality and on timely basis; and
- xiii. Carry out any other related duties as may be assigned by General Manager from time to time.

Qualifications, Knowledge and Experience

- i. Holder of Advanced Diploma/Bachelor's degree in Accountancy/Finance, or related field from recognised higher learning institution;
- ii. Holder of an internationally recognized accountancy qualification such as CPA(T) or ACCA, CFA registered by NBAA;
- iii. Minimum of 2 years relevant experience in a similar role from a reputable organization.
- iv. Strong written and oral communication skills with ability to write documentation in a concise and focused style;
- v. Excellent developed interpersonal and organizational skills;
- vi. Must be a team player, very self-motivated and able to manage and prioritize work load with minimum supervision;
- vii. Ability to work independently under pressure without compromising standards and quality of work; and
- viii. Demonstrated computer proficiency in accounting packages is desirable.



Closing date:

Applications should reach the undersigned not later than **4.00 pm on 10th January, 2024.**

NB: Only shortlisted candidates will be contacted.

MODE OF APPLICATION

We encourage applicants with qualifications to send their application accompanied with their comprehensive CVs, certified copies of academic/professional certificates, certification letter from Tanzania Commission for Universities (*for those who studied outside Tanzania*) names and addresses of three reputable referees, applicant's reliable contact address, email address and telephone numbers, two passport size photographs and application letter. Application should be addressed to;

The Board Chairman,
KDCU Ltd,
P.O.BOX 14,
35402 KAYANGA- KARAGWE
KAGERA.
Email address: info@kdcu.co.tz

