



JOB ADVERTISEMENT

The Eastern and Southern African Management Institute [ESAMI] seeks the services of a suitably qualified person to fill the post of **Senior Accountant** at its Headquarters in Arusha, Tanzania.

Job Purpose

Reporting to the Chief Accountant, the Senior Accountant shall be responsible for the efficient and effective operations of the financial management function including budgeting, financial reporting, cost control and financial analysis ensuring compliance with financial regulations, policies and accounting standard, in addition to supervising the accounting team.

Duties and Responsibilities

1. Implementation of sound internal control systems
2. Responsible for cost management and budgeting functions of the Institute;
3. Supervising the proper maintenance of the books of accounts and preparation of budget reports;
4. Preparation of financial statements and other management reports;
5. Supervising banking operations, preparation of payment vouchers, cash book and bank reconciliation
6. Oversee the accounts payable and receivable functions;
7. Generate performance to target data timely to inform decision making;
8. Prepare budget performance data for financial strategy and target formulation.
9. Ensure accurate and timely processing of payroll and compliance with related regulations.
10. Coordinate the preparation of draft annual financial statements for external audit purposes

Entry Qualifications

Master's degree in accounting, Finance or business administration. or any other relevant field. Minimum of five (5) years of experience in a similar organisation, three (3) years of which should be in a senior position.

Professional qualification in accounting or finance such as CPA, ACCA, CIMA etc. Membership in a relevant professional body

Competencies

- Strong knowledge of accounting principles, standards, and regulations.
- Proficiency in accounting software and ERP systems.
- Excellent analytical and problem-solving skills.
- Strong leadership and team management abilities.
- Effective communication and presentation skills.
- High attention to detail and organizational skills.
- Ability to work under pressure and meet deadlines.
- Integrity and ethical behavior in financial management.

Mode of Application

Applications with CV, copies of certificates and testimonials, and three (3) referees should be addressed and emailed to:

The Director General
ESAMI
P.O. BOX 3030
ARUSHA
Tanzania

Email: jobs@esami-africa.org

Only applications sent by email will be considered

Closing Date – Applications should be received by December 2, 2024.