

## **WE ARE HIRING**

**JOB TITLE: VOLUNTEERING FINANCE OFFICER**

**JOB LOCATION: Dar es Salaam, Tanzania**



Kindly apply by sending your CV to

Email: [info@tritanzania.org](mailto:info@tritanzania.org)

[CCC.hr@tritanzania.org](mailto:CCC.hr@tritanzania.org)

**APPLICATION CLOSING DATE: 21st June 2024**

We are looking for a finance officer to join our team and be part of the financial department by managing daily accounting tasks. You will help the chief accountant to maintain order and transparency in the organization's finances. Your work will contribute to raising the organization's awareness of its financial condition and thus increase the overall efficiency of our operations.

### **Job Responsibilities and Duties**

- Keep accounts receivable and accounts payable and issue invoices up to date.
- Perform reconciliation operation.
- Manage accounting journal entries tracking all business transactions whenever needed.
- Review and update financial data in databases keeping them accurate, relevant, and fully accessible by request.
- Participate in organizing balance sheets, income statements, and other relevant financial documentation following Organization guidelines.
- Participate in the preparation of monthly/yearly closings.
- Prepare Budgets and Budget forecasting

### **Job Requirements**

- At least three years experience of working as an accountant or Finance officer position
- Experience with basic accounting and financial practices and packages
- Good knowledge of MS Office and familiar with Ms. Excel
- Good with numbers and figures and an analytical acumen
- Strong team player skills with attention to details.
- Good analytical, numerical, and presentation skills
- Bachelor's degree in accounting, finance, or other relevant field. Professional qualification such as CPA will be an added advantage