



Tanzanian Training Centre for International Health, Ifakara

VACANCY ANNOUNCEMENT

Job Summary

Position: Accountant Officer (1 post)
Report to: Finance and Administration Manager
Workstation: Ifakara
Apply By: 25th February 2022

Institution Overview

The Tanzanian Training Centre for International Health (TTCIH) is a Health Training Institution established in 2006 under the public-private partnership agreement between the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Novartis Foundation (NF), now, Global Health Development Unit, Novartis and the Swiss Tropical and Public Health Institute (Swiss TPH). TTCIH aims at supporting the Tanzanian Government's effort to strengthen human resource for health development. The Institution is based in Ifakara Town Council, Tanzania.

Position Summary

The Institution is looking for qualified and experienced Tanzanian candidate to fill a vacant position of Accountant Officer. Sh/he will be preferably being based in Ifakara, Tanzania. The Accountant Officer is reporting to the Finance and Administration Manager. Sh/he has to ensure all issues related to accounts including SAGE account software is effectively managed.

Duties and Responsibilities

- I. Examining bank statements and reconciling them with general ledger entries
- II. Examining expenses submitted by employees
- III. Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable

- IV. Creating company financial reports with the above information included
- V. Analyzing data collected in order to determine the state of the company's financial health
- VI. Analyzing data to understand where the company is generating and losing revenue
- VII. Examining the proficiency of the software programs used to organize data
- VIII. Generating financial reports that display the company's profits, equity and cash flow
- IX. Record all financial transactions of the TTCIH in accounting package
- X. Perform monthly bank reconciliations
- XI. Produce monthly and quarterly balance sheets, Profit and Loss statements and all other usually requested accounting documents
- XII. Ensure Statutory returns (PAYE, SDL, NSSF, WCF, WHT, NHIF) are remitted on time
- XIII. Ensure that Invoices are paid on time.
- XIV. Ensure that we have receipts (Mainly EFD receipts for all payments).
- XV. Raise Invoices to customers, write receipts for funds paid via banks, write PVs for bank charges
- XVI. Complete the semi-annual reports and statements for Withholding Taxes
- XVII. Complete annual WCF returns
- XVIII. Manage Asset Register
- XIX. Prepare and support internal quality controls
- XX. Prepare financial reports as requested by donors
- XXI. Closing accounts: preparation of Financial Statements i.e., Trial Balance, Income and Expenditure and Balance sheet. Ensure that the books are audited as per schedule.

Qualification and Experience

- A degree in accounting, finance and other related field
- In depth knowledge and experience on the finance and accounting, preferable in an international NGO, with three years' experience in the similar role.
- Applied Computer skills
- Strong understanding and knowledge of (international) cash flows, budgetary controls, and compliance with financial controls.

- Knowledge of Tanzania regulations regarding taxes and salaries
- Fair knowledge of project cycle management.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per TTCIH salary scale.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae(CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email below.

The **deadline** for this applications is **17.00hrs Friday 25th of February 2022**. All e-mail application subject lines should include: **Accountant Officer. Only shortlisted applicants will be contacted for interview.**

Human Resource Manager
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For more information about TTCIH please visit our website: www.ttcih.ac.tz