



JOB TITLE: Accountant

Job Description

At Sustainable Agriculture Tanzania, we are a highly motivated team, working on sustainable agriculture issues, building value chains from scratch. We demand a lot with offering a rewarding career.

Our Accountant is responsible for overseeing all aspects of the company's financial reporting, including preparing annual reports and assuring full compliance. The accountant also provides guidance to management on how best to use their resources to maximize profitability. This may include recommending ways to cut costs or increase activities in the organization. If you are a motivated and passionate individual who shares our conviction that our world has to do more about the sustainability of all human race and the environment, we want to hear from you.

Responsibilities

- Supervises activities of subordinates; assigns work and evaluates performance.

- Plans, directs, organizes, and schedules the activities of a specialized accounting function or several accounting areas.
- Prepares and/or supervises the preparation of financial reports and reconciliation.
- Prepares and/or directs the preparation of specialized or highly complex reports, statements, surveys, or analyses for management.
- Maintains accounting and budget records.
- Recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities.
- Maintain inventories of all office fixed assets, office equipment and supplies and ensure that equipment and fixed assets are insured, properly maintained and damages and losses reported.
- Provides training both orally and in writing on accounting systems, procedures, and practices.
- Prepare monthly financial reports and ensure appropriate coding/allocations.
- Coordinate project audits, including preparation of financial reports and submission of financial support documents.
- Provides technical advice and services to lower-level accountants or other staff with problems, complex issues, or special projects.
- Assist project staff in developing budgets for project activities and processing of budget modification requests.
- Researches and evaluates new or changed accounting principles and practices.
- Subgrantees

Skills and Qualifications

- Knowledge of accounting principles, theory, and practices.

- Knowledge of supervisory principles, practices, and techniques.
 - Attention to detail.
 - Knowledge of computerized accounting systems and applications to include main frame systems, personal computers, and general software applications Preferably SAGE 300Advance.
 - Excellent communication and interpersonal skills, competent IT skills, solid planning and organization skills, strong numerical skills and attention to details, uphold integrity, team player and leader and ability to work in a multicultural environment.
-
- Applicants must apply online through the link below where more information is available on required documents and the process. Deadline will be 5th January 2025. Only shortlisted candidates will be contacted for interviews.

APPLY HERE