



JOB TITLE: APPRENTICE ASSISTANT ACCOUNTANT (Dar es Salaam) (1 Position(s))

Role Purpose Statement :

As an apprentice accounts assistant, you will assist finance personnel by offering accounting and administrative support

Responsibility:

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Ensuring the precision of customer and supplier accounts through the reception, processing, and organization of paperwork.
- Aiding in the administration and oversight of all company accounts receivable, guaranteeing the accurate recording and invoicing of debts.
- Supporting treasury functions, including bank reconciliations and resolving outstanding items.
- Ensuring accurate recording and accounting for passenger, cargo, and other revenues.
- Recording supplier invoices and overseeing their posting and allocation.

- *Performing any additional tasks as assigned*

Skill :

COMPETENCIES

- Strong communication
- Ethical conduct
- Problem-solving
- Attention to detail
- Analytical thinking

PERFORMANCE INDICATORS

- Accuracy of accounting records
- Reconciliation accuracy,
- Invoice processing time,
- Adherence to accounting standards

Qualification Required:

KNOWLEDGE, SKILLS, EXPERIENCE

- A bachelors degree/Advanced diploma in accounting or a related field
- Computer proficiency is essential with a high level of familiarity with Microsoft Office, especially MS Word and MS Excel
- At least a year of relevant experience

Experience : *1.0 Year(s)*

Job Opening date : 03-Apr-2025

Job closing date : 16-Apr-2025

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