



FINANCE OFFICER JOB VACANCY

About EcoAct Tanzania Limited

EcoAct Tanzania Limited is a social enterprise established to address the challenges of post consumer plastic pollution, waste management, deforestation, and climate change. We recycle and transform plastic wastes to manufacture durable and environmentally friendly plastic timbers. Plastic timbers are affordable alternative to wood timbers, and they are ideal product for building, construction and furniture making.

Job Description

Location: Dar es Salaam, Tanzania

Reports To: Managing Director (MD)

Application Deadline: 11th November 2022

Job Summary:

The Finance Officer is responsible for the day-to-day tasks in the Finance Department. She/He is responsible for administration of financial transactions including entering data into the system, updating financial records, processing invoices, and preparing various finance reports.

Duties and Responsibilities

1. To make and process all advance payments as per the company procedures.
2. To ensure that all payment requisitions are complete with all the necessary supporting documentations.
3. To maintain accounting records, post all approved financial transactions into the accounting system and filling them in an appropriate manner.
4. Ensures that all financial records and files (e.g. supporting documents for expenditures, contracts, purchase orders, fixed asset inventory) in the office are well organized, maintained and updated.
5. To prepare monthly and quarterly budgets and expenditure reports.
6. To prepare payroll accurately, timely and efficiently as approved ensuring compliance with company and government policy and procedures.
7. To prepare monthly statutory returns including PAYE and statutory contributions in a timely and accurate manner and to ensure all filing is appropriately done.
8. To ensure adherence to accounting and financial standards as per country legislation with comprehensive internal policies and procedures.
9. Assists with end of the year audit preparation
10. To perform any other task as assigned by the supervisor.

Requirements: Education, work experience and skills:

1. Holder of Bachelors Degree/Advanced Diploma in Business, Finance, or Accounting.
2. A minimum of three years' accounting experience in a reputable company/organization.
3. Professional qualification would be an added advantage.
4. Knowledge and experience on accounts payable, receivable, cash, bank, and maintaining general ledger.
5. Ability to maintain a high level of accuracy in preparing financial and accounting reports.
6. Practical knowledge and skills in payroll preparations, financial analysis and report preparation.
7. Computers literate, proficient with excel and computerised accounting packages specifically Quick books.
8. Applicants should have a high level of discipline, trustworthy, communicative, and interpersonal skills, and sound work ethics.
9. Female candidates are strongly encouraged to apply.

How to Apply:

Interested candidates for the above position should submit application letter indicating **his/her salary expectation**, a two-page copy of their CV, names and contact information (email addresses and telephone numbers) of three work related referees. **Educational transcripts and certificates are not required at this stage.** The applicant should clearly indicate the title of the application on the heading of the email. Applications should be submitted to recruitment@ecoact.co.tz by 11th November 2022. Kindly note that only shortlisted applicants will be contacted.