Job Vacancy

About the company:

Serengeti World Mover is the Non-governmental organization located in the village of Mugumu in Serengeti, Mara region in Tanzania. The NGO was officially registered in 2016 January, with the objectives of fighting against poverty by supporting youth through projects. The *WeltBeweger,* a German organization is the mother organization funding the projects through German donors. A much focused organization is now employing new vibrant, young, and intelligent graduates who are ready to take part in our successful journey.

Job details

City: Mugumu, Serengeti

Job location: Tanzania

Contract type: Full time

Job category: Accounting/ Finance

Company details

Company industry: NGO

No of Employees: 5-10

Preferred Candidate:

- In depth knowledge of Finance and Accounting preferably in Non-profit making organization
- Ability to work and live in the village
- Analytical and problem- solving skills

Career level: Experienced (Non-manager)

Degree: Bachelor's Degree

Minimum years of Experience: 2-5 years

Professional skills

Ms Office, Accounting, CPA will be an added advantage

Language skills

English, Kiswahili

Job Description

- Making payments and receipts as necessary for the business and recording them in accounting software (Tally) in a timely manner.
- Ensure outlined procedures in the Finance Policy are adhered according to the accounting system of Tanzania while making any payments (or /get) receiving funds.
- Make Necessary journal entries as appropriate for appropriate accounting as per standard procedures.
- Ensure necessary documents are safely and secured maintained for any transactions that are accounted in the software.
- Mus be aware of the accounting standards in relation to the tax law, tax policies in Tanzania.
- Manage the bank account/s of the NGO.
- Preparing Bank Reconciliation statement periodically as per practice.
- Prepare monthly fund request for the NGO with the NGO team / NGO manager.
- Prepare variance report with narratives.
- Track the fund request against utilization of funds over a period; highlight issues pertaining to variance to external accountants.
- Ensure legal payments such as TDS, Provident Fund, Professional Tax, and Service Tax as applicable are paid in time and the reports pertaining to them are submitted on time.
- Manage and handle the ongoing communication with external auditors, government auditors and provide them with necessary information, documentation as necessary for completion of timely audit.
- Coordinate in case of periodic audit visits done by external auditor's office and build rapport as a single point contact.

How to Apply

Please send your CV, certified academic certificates, reference letter (s), one page cover letter detailing how you meet the eligibility requirements & your expected salary to **andreas.walther@weltbeweger.eu**

Deadline of application: **5th July 2016**