# VACANCY ANNOUNCEMENT

Afrisa Consulting Ltd (Afrisa) is a registered entity in Tanzania, with offices in South Africa to deal with **Engineering Consulting** services for the local authorities, provincial and national government, international organisations, and the private sector from blue chip to emerging entrepreneurs.

**AFRISA Engineering Consulting** provides Consulting Civil and Structural Engineers with extensive knowledge and experience in the Built Environment, specifically township development (roads, storm water management, water reticulation networks and sewer networks) as well as in the structural design of building foundations under various founding conditions.

The company hereby invites applications from competent and experienced personnel to fill the vacancies whose detailed information appears herein: -

## 1.0 ASSISTANT BOOKKEEPER - 1 POST

### 1.1 Duties and Responsibilities

- To record day to day financial transactions and complete posting process
- To complete tax forms, calculate and prepare tax payments for each month
- To reconcile and balance all accounts
- To maintain filling system to support financial records
- To submit and collect tax related documents from TRA
- To submit and collect tax related documents from the bank
- And any other duties as may be assigned by the supervisor from time to time.

### 1.2 Qualifications and Experience

- Must be a holder of Diploma in accounts
- Must be able to speak both English and Swahili language
- Experience in accounts will be an added advantage.

### 1.3 Remuneration

According to Company Pay Scale.

### 2.0 Mode of application

All applications should be sent via lightness@afrisa.net copy to saula@afrisa.net
Phone No. 0754 561 172
Deadline is on Monday 23rd January ,2023.
Only shortlisted applicants will be contacted.