

Accountant

Employment Type: Full Time

Department: Finance and Administration

Reports To: Finance Manager

Location: Dar es Salaam, Tanzania

Job Summary

The Accountant will support the Finance Manager in the effective delivery of day-to-day financial operations at Sahara Consult. The role requires strong accounting skills, attention to detail, and the ability to ensure financial accuracy, timely reporting, and full compliance with statutory and internal requirements. The Accountant will work closely with internal teams, partners, and external stakeholders to support smooth financial processes across all projects and organisational functions.

2. Key Responsibilities

A. Payables and Expenditure Management

- Receive and process Purchase Orders, Advance Requests, Loan Requests, and Expense Requests.
- Post bills, purchase orders, expenses, advances, loans, refunds, and salary uploads into QuickBooks.
- Review all purchase order documentation to ensure completeness and compliance.
- Manage advance and loan processing through the Cash Book and

QuickBooks.

- Prepare monthly payroll data in Excel and upload salary schedules into QuickBooks.
- Compile and share the Daily Bill and Expense Report with the Finance Manager.

B. Financial Accounting and Reporting

- Maintain accurate and up-to-date financial records in QuickBooks and other financial systems.
- Prepare monthly, quarterly, and annual financial statements in line with company and donor requirements.
- Support the development of management reports, variance analyses, and expenditure tracking for all projects.
- Ensure that all transactions are supported by valid documentation and comply with statutory and internal financial policies.
- Carry out regular reconciliation of bank accounts, project advances, and inter company balances.

C. Receivables and Billing

- Prepare invoices in accordance with approved instructions.
- Ensure accuracy and completeness of billing documentation and maintain proper communication with relevant teams.
- Support follow-ups on outstanding receivables to ensure timely collections.

D. Statutory Compliance

- Generate TRA control numbers for Withholding Tax, PAYE, and Corporate Tax.
- Complete monthly TRA e-filing for all statutory obligations.
- Process WCF and NSSF statutory contributions.
- Handle authorised bank and cash deposits.
- Prepare cheque payments where applicable.

E. Filing and Documentation

- Maintain well-organised digital financial records in Google Drive.
- Support the maintenance of physical financial files and ensure that all documentation is audit-ready.

F. Communication and Coordination

- Provide timely updates to the Finance Manager on financial activities and emerging issues.
 - Offer professional and responsive customer service to colleagues, partners, and vendors.
 - Uphold Sahara Consult values and act with integrity, professionalism, and confidentiality at all times.

3. Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA T, ACCA, or an equivalent professional qualification completed or in advanced stages.
- Proven experience working with QuickBooks and TRA online systems.
 - Strong understanding of Tanzanian tax laws and statutory compliance.

- Three to five years of accounting experience, preferably in a consultancy, development, or donor funded environment.

4. Skills and Competencies

- High level of accuracy and attention to detail.
- Strong organisation and documentation skills.
- Proficiency in QuickBooks, Excel, Google Drive, and online banking platforms.
- Strong communication and customer service orientation.
- Ability to manage workload, prioritise tasks, and meet deadlines.
- Commitment to confidentiality, integrity, and ethical conduct.

5. Key Deliverables

- Accurate and timely posting of all financial transactions in QuickBooks.
- Proper monthly submission of statutory obligations, including WHT, PAYE, Corporate Tax, WCF, and NSSF.
- Updated and reconciled bank accounts and project advances.
- Timely preparation and submission of the Daily Bill and Expense Report.
- Well-maintained digital and physical financial files ready for audit at any time.
- Timely and accurate preparation of invoices and billing documentation.