

## **Job Description**

**Title:** Accountant

**Company:** Mlimba Tanzania Company (KTC)

**Location:** Mlimba, Tanzania

### **About the company**

Kilombero Rice Farmers Trading Company (KTC) is a rice farmer-owned company located in Mlimba, Morogoro Region. The company deals with trading rice and inputs as well as providing extension services to members and nonmember farmers. The company was established in 2018 to empower smallholder farmers to participate in the rice value chain.

**Position Overview:** KTC is seeking a highly skilled and detail-oriented Accountant to join our team in Mbeya, Tanzania. The successful candidate will play a critical role in managing the company's financial records, including transactions, payroll, budgeting, and reporting. This position requires a deep understanding of accounting principles, proficiency in financial software, and the ability to work closely with various departments to ensure the accuracy and integrity of financial data.

### **Key Responsibilities:**

- Maintain accurate and comprehensive financial records for all company transactions. Ensure proper accounting for revenues, expenses, assets, and liabilities by accounting principles and standards.
- Assist in the preparation of annual budgets and financial forecasts. Monitor financial performance against budgets, identifying variances, and recommending corrective actions.
- Oversee the payroll process, ensuring accurate calculation, disbursement, and reporting of employee salaries, benefits, and deductions.
- Prepare monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements. Provide insights and analyses to support decision-making.
- Ensure compliance with local, tax regulations. Prepare and file tax returns, and manage tax audits and inquiries.
- Manage the accounts payable process, ensuring timely payments to suppliers and vendors. Oversee accounts receivable to ensure prompt invoicing and collection.

- Implement and maintain robust internal controls to safeguard financial assets. Coordinate with external auditors during annual audits and address any findings.
- Conduct financial analysis to identify trends, opportunities for cost savings, and areas for financial improvement. Support strategic projects with financial modeling and analysis.
- Collaborate with department heads and management to provide financial insights and support. Communicate financial results and forecasts to the board and other stakeholders.

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field. A CPA or ACCA is an added advantage
- Minimum of 3 years of accounting experience, preferably in the agricultural sector or a related industry.
- Proficient in accounting software (e.g., QuickBooks, SAP) and Microsoft Office Suite, especially Excel.
- Strong understanding of accounting principles, financial reporting, and tax regulations.
- Excellent analytical, problem-solving, and decision-making skills.
- Detail-oriented with a high degree of accuracy and integrity.
- Strong organizational and time management skills, with the ability to meet tight deadlines.
- Effective communication and interpersonal skills, with the ability to work well in a team environment.

### **How to Apply:**

- Submit a cover letter illustrating your suitability for the position against the listed requirements.
- Detailed curriculum vitae showing contact address, email, and daytime mobile phone number(s) and three (3) referees, ONE being your last employer.

Completed applications containing the above information should be submitted as attachments to an email to: Anastazia Massay: [anastazia.massay@norgesvel.no](mailto:anastazia.massay@norgesvel.no) and Sophia Weinand: [Sophia.Weinand.Stephen@norgesvel.no](mailto:Sophia.Weinand.Stephen@norgesvel.no) with cc to Expeditha Julius: [expyeejulius19@gmail.com](mailto:expyeejulius19@gmail.com)

**The deadline for the submission is 18.03.2024 by 5 pm Tanzania time.**

*Applicants who do not follow application instructions will be rejected. ONLY short-listed candidates will be contacted*

