

JOB VACANCIES

Accounting Officer

Duties and responsibilities:

- Monitoring through records all agro-inputs stocks and inform supervisor for new purchases when the minimum stock order is reached.
- Recording all agro-inputs purchased and used by each incubatees into individual incubate records sheets
- Preparing monthly expenses of all agro-inputs used by each incubates by end of each 1st day of the new month.
- Preparing weekly summary of harvests and sales for produces sold by incubatees and to be submitted on each Monday.
- Preparing and processing invoices for purchases of fertilizers, pesticides, seeds, and plumbing materials
- Regularly follow up of sales records from incubatees to ensure all produces are recorded before getting out of incubator.
- Processing incubatees monthly business drawings on every 26th of the month
- Ensure all incubatees have settled all their monthly credit sales overdue payments before end of the last day of the month.
- Communicating any doubtful records to incubator manager.

Skills and requirements

- At least Diploma in accountancy or procurement with 2-3 yrs experience in bookkeeping, P&L, & BalanceSheet
- Must have computer skills and proficiency in using programs like QuickBooks and Microsoft Excel
- Advanced math skills to keep accurate records and supervise the bookkeeping of incubatees
- Strong verbal and written communication skills to interact regularly with incubatees regarding sensitive topics like records and payments
- Excellent organization skills for maintaining clear, accurate and meticulous financial records
- Attention to detail for ensuring the accuracy of records
- Multitasking in order to successfully handle multiple records of 120 businesses
- efficiency Excellent for handling any accounting issues quickly with minimal interference

How to Apply

PASS Trust is an equal opportunity employer and the position is open to all qualified candidates should submit a CV and cover letter explaining how the experience detailed CV in the will contribute to the requirements of the position. The CV and cover letter should be sent to md@pass.or.tz on or before 30th September 2020. Unfortunately, due to the large volume of applications we receive, we will not be able to respond to each individual candidate. Only shortlisted will be contacted.

The Managing Director
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