



# INSURANCE GROUP OF TANZANIA LIMITED

## Head Office

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Website: [www.igt.co.tz](http://www.igt.co.tz)

Branches: Tanga | Moshi | Arusha | Dodoma | Makambako | Kariakoo | Kigoma

**INSURANCE GROUP OF TANZANIA LTD** is a private limited liability company registered under the Companies. The company is predominately Tanzanian owned and is duly licensed by TIRA to transact General Insurance Business in the United Republic of Tanzania.

## JOB PURPOSE

Perform a variety of activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws and reporting requirements. Follow established procedures and guidelines to accurately maintain the organization's financial records and transactions.

## POSITION: Accounts Officer

We are looking for a talented and experienced accounts Officer that will play a key role in assisting our company in profitable growth through sound financial management and reporting. This is a role reporting to company management with oversight of our general accounting operations, month end close process, financial and management reporting and daily transaction processing and payroll.

## KEY RESPONSABILITIES

- Checks and analyzes financial information and prepares more complex financial reports and accounting statements so that senior management has accurate and timely information for making financial decisions.
- Coordinates the issuance of monthly financial reports such as: Income Statement, Balance sheet, Account consolidation, and consolidation of Tangible and Intangible assets, Weekly and monthly Margins. Budget reports, Prepare Reports weekly, monthly and annually. Assist in development of budget. Perform and review account reconciliations
- Schedules monthly tax payments, VAT (with the monthly sales and purchases records), perform reconciliation of income tax withholdings, arrange payments on accounts, keep records of excise duties deducted by the Bank for payments made to suppliers
- Keeps control of such legal books and records of accounts as: General Ledger, Sales records, purchase records, Inventory

- Assists in managing the credit process by working closely with internal /external auditor to ensure that the required information is provided timely so that the audit can be completed as scheduled.
- Assists in preparation of annual financial report including financial statements, notes, supporting schedules, transmittal letter and statistical information
- Trains, tests and ensures integrity of the financial system (controls and technology). Train, test and maintain the financial software system and its integrity
- Prepare provisional tax returns and ensure that provisional tax payments are done timely
- Prepares VAT returns on monthly basis and submit to TRA on time.
- Analyze financial information and summarize financial status
- Verify, allocate, post and reconcile accounts payable and receivable and payroll
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to accounting systems and procedures
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process

## **REQUIREMENTS**

- Bachelor Degree in Accounting/Finance or equivalent.
- 1-3 years of experience in an industrial business.
- Experience in preparing budgets
- Computer literacy especially Advanced Excel/word/power point & familiarity with Database Management.
- Knowledge of applicable local laws, codes and regulations
- Ability to compile, analyze data and prepare complex financial reports and statements
- Highly energetic and results oriented
- Analytical, judgement and attention to details
- Fluent in Kiswahili and English
- Ability to prioritize and schedule work
- Ability to meet multiple deadlines.
- Ability to communicate effectively both oral and written.
- Team supervision and excellent organizational skills

**To Apply:**

Interested candidates should submit their **CV** and a **cover letter** to Human Resource Manager via Email: [ajira@igt.co.tz](mailto:ajira@igt.co.tz) with the subject line: *Application for Accounts Officer Position*.

**Number of position(s)** : 1

**Employment type** : Fixed term contract

**Region** : Dar es Salaam

**Age limit** : Not above 35 years

**Remuneration** : According to IGT salary scale and other terms and conditions of IGT.

**Deadline** : 09<sup>th</sup> May 2024.