



Updated 22/03/2022

JOB DESCRIPTION SENIOR ACCOUNTANT

CAMPUS DE MASAKI | DAR ES SALAAM

The French school Arthur Rimbaud, that welcomes students from Nursery school to Grade 12 (Baccalaureate), is seeking for a Senior Accountant under the direct supervision of the Administrative and Financial Director.

MAIN TASKS AND RESPONSIBILITIES

- Accounting (bookkeeping, control and recording of accounting documents, bank reconciliation, etc)
- Taxes and contributions preparation, payment, follow-up with administrations
- Cash management
- Management of payments
- Payroll backup
- Invoicing backup
- Perform other tasks as assigned by her/his supervisors.

Adresse administrative : Arthur Rimbaud French School
Mawenz road, Plot 282 – Masaki, Dar es Salaam
Adresse postale : Msasani road, Plot 341-A, Msasani Peninsula,
PO Box 2183,
Dar es Salaam, Tanzania
Téléphone : +255 744 399 343

QUALIFICATIONS

- At least 4 years of experience in accounting
- Bachelor's degree in Finance or a related field
- CPA or CCA preferred
- Written and spoken fluency in English. French and Swahili are a bonus.
- Demonstrated competencies in accounting regulations and procedures
- Experience and knowledge in taxes and contributions.
- Strong analytical and computer skills, with an emphasis on financial analysis, accounting softwares (Quickbooks in particular) and MS Office (Excel in particular).

- Rigorous, autonomous, organized, able to meet the deadlines, able to manage and respect a procedure, able to prioritize, to work with method.
- Capacity to work within a multidisciplinary team and with various contacts.
- Attendance and respect for schedules.
- Professional discretion, sense of confidentiality.
- Able to work closely with the parents of students in the context of professional contacts.

REMUNERATION

Based on experience.

DUREE

One year.

PRISE DE FONCTION

ASAP.