



WAT SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED.

"WAT SACCOS"

NAMBARI YA KUANDIKISHWA DSR- 596, S.L.P 5914 DAR ES SALAAM

Tel: 255 752903760/255657592898, email: info@watsaccos.or.tz

17/01/2023

SACCOS ACCOUNTANT VACANCY

WAT SACCOS is a Savings and Credit Cooperative Society which is conducting its service in Dar es Salaam Region. Their main activity is to provide savings and credit to its members. It has more than 18,000 members. The SACCOS is seeking for an Accountant who will be discharging duties and responsibilities, which include among others:-

GENERAL DUTIES

- Supervise all telling duties
- Assist the SACCOS Manager to plan, organize, and control the accounting and finance of the SACCOS
- Prepare all outgoing cheques and accounting documents after confirming that they are duly authorized
- Manage investments

SPECIFIC DUTIES

- Monitoring daily cash to the SACCOS
- Preparing daily, monthly and quarterly reports
- Ensuring postings of all monthly reports are done on or before fifth of the following month and submitted to the SACCOS Manager for action
- Preparing monthly submissions to the Parastal Pension Fund (PPF), Tanzania Revenue Authority (TRA) and Pay As You Earn (PAYE)
- Preparing annual budget at least one month before beginning of financial year
- Preparing monthly incentives as per SACCOS incentive scheme and submit to the Management Committee
- Controlling purchase of materials, equipments and services of the SACCOS
- Ensuring safe stock keeping of assets

- Cause stocktaking at the end of the year
- Maintaining proper fixed assets register
- Investing excess liquidity in risk free markets
- Preparing monthly bank reconciliation
- Cultivating a better working and harmonious work environment to all staff
- Performing any other related duties and responsibilities as shall be assigned by SACCOS' G. Manager

Person Description/Specification

Good command and skills in word and excel software
 Excellent verbal and written communication in Kiswahili and English
 High level of intergrity

Experience

At least five (05) years relevant working experiences and working with saccos will be an added advantage.

Major challenges

- Normalize systems for the SACCOS
- Control costs of the SACCOS
- Keeping up staff morale
- Ability to cope with the fast growing pace of the SACCOS

Key Accountability Areas

- Preparation of budget and budget control
- Preparation of final accounts for audit
- Management of cash and liquidity

Educational Qualifications and competencies

- A degree in Accounting, Finance or its equivalent Ability to delegate and monitor duties
- Must have CPA
- Strict compliance to the SACCOS Rules and Regulations

Salary

Is according to WAT SACCOS salaries scheme
 Your application should be addressed through our email

recruitment@watsaccos.or.tz

WAT SACCOS LTD will consider only applications through email

Closing date: 26th january, 2024

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Bazilo A. Kimario
 Chairperson WAT SACCOS LTD

