



**WAT SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED.**

**"WAT SACCOS"**

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

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**23/12/2024**

## **ASSISTANT 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 20,000 members. The SACCOS is seeking for an Assistant Accountant who will be discharging duties and responsibilities, which include among others: -

### **GENERAL DUTIES**

- Supervise all telling duties
- Assist the SACCOS Accountant 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
- Close management of members' account.
- Manage investments

### **SPECIFIC DUTIES**

- Performing bank reconciliation on daily, weekly and monthly basis and report all unresolved discrepancies to Chief Accountant
- Collaborate with the Chief Accountant and other team members to successfully execute various accounting tasks.

- Maintain company documents of various expenditures on monthly basis
- Assisting the Chief Accountant to verify deposits and withdrawals on daily basis, verify payments and deposits made through the company account and those made by tellers
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Filing monthly returns to various Authorities such as TRA, WCF, NSSF and NHIF on time and making control numbers to facilitate earlier payments.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Prepare monthly reports and submit them to the chief Accountant of the company
- Support the senior accountant in the preparation of financial statements.
- Assist in internal and external audits by providing necessary documentation.
- Ensure the organization's financial practices are audit-ready at all times.
- Help the Chief Accountant in the preparation of budgets and forecasts of the company.
- Coordinate with other departments for financial matters when necessary.
- Assisting the Chief Accountant to ensure all financial records comply with local laws and regulation.
- Maintain strong internal control for SACCOS
- Any other duties as assigned by the Chief Accountant

## **Required Skills and Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Competence in accounting principles experience in an accounting or finance role is a plus
- Proficiency in computer applications and accounting software's such as MS Excel.
- Knowledge of accounting principles, financial reporting, and tax regulations.
- Strong attention to detail and analytical skills.
- Ability to work independently and as part of a team.
- Good communication and organizational skills.

## **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: 2<sup>nd</sup>, December, 2024



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BAZIL A. KIMARIO

CHAIRPERSON WAT SACCOS LTD