Job Title: Accountant
Department: Finance
Reports To: Finance Controller

Job Summary

An accountant is responsible for preparing, examining, and maintaining financial records while ensuring accuracy and compliance with financial regulations and company policies. Accountants help organizations make sound financial decisions by analyzing financial data, preparing reports, monitoring budgets, and advising management on financial matters.

This is the critical role in managing an organization's financial health by tracking income, expenses, taxes, payroll, and financial risks.

Main Duties and Responsibilities

1. **Financial Record Keeping**

- Record daily financial transactions accurately in accounting systems
- Maintain general ledger accounts and financial databases
- Organize and update financial documents and records
- Ensure all financial information is complete and properly filed
- Prepare journal entries and adjust accounting records when necessary

2. **Preparation of Financial Statements**

- Prepare monthly, quarterly, and annual financial reports
- Develop:
    - Income statements
    - Balance sheets
    - Cash flow statements
    - Trial balances
    - Profit and loss accounts
- Analyze financial data to identify trends and irregularities
- Present financial information to management

3. **Budgeting and Financial Planning**

- Assist in preparing company budgets
- Monitor budget performance and expenditure
- Compare actual financial results with budget forecasts
- Recommend cost-saving measures and financial improvements

- Support strategic financial planning

4. **Tax Management**

- Prepare and file tax returns accurately and on time
- Calculate tax obligations for businesses or individuals
- Ensure compliance with tax laws and regulations
- Maintain tax records and documentation
- Assist during tax audits and investigations

5. **Bank Reconciliation Management**

- Perform daily, weekly, and monthly reconciliations for all company bank accounts.
- Reconcile bank statements against general ledger balances and cashbook records.
- Verify accuracy of deposits, withdrawals, transfers, standing orders, direct debits, bank charges, and interest postings.
- Match bank transactions with accounting entries and supporting documents.
- Ensure all reconciling items are identified, documented, investigated, and resolved within agreed timelines.
- Review aged reconciliation items and follow up for clearance.
- Monitor dormant or unusual transactions and escalate suspicious activities.
- Reconcile foreign currency accounts and ensure proper exchange rate adjustments.
- Maintain reconciliation schedules and supporting documentation for audit purposes.

6. **Petty Cash Management**

- Maintain and oversee petty cash funds in accordance with company policies and procedures.
- Ensure petty cash balances are adequately funded and securely safeguarded at all times.
- Review and verify petty cash reimbursement requests for accuracy, completeness, and proper authorization.
- Ensure all petty cash disbursements are supported with valid receipts, invoices, and supporting documentation.
- Record petty cash transactions accurately in the accounting system and general ledger.
- Perform periodic and surprise petty cash counts to ensure accountability and detect discrepancies.
- Reconcile petty cash balances regularly and investigate any shortages or overages.
- Prepare petty cash replenishment requests and ensure timely reimbursement.
- Monitor petty cash usage to ensure expenses are reasonable, business-related, and within approved limits.
- Ensure compliance with internal controls, company policies, and audit requirements relating to petty cash handling.
- Coordinate with department heads regarding petty cash advances and settlement of outstanding balances.
- Maintain proper filing and documentation of all petty cash records for audit and reporting purposes.
- Identify opportunities to reduce cash handling risks and improve petty cash management processes.

- Assist in implementing controls to prevent misuse, fraud, or unauthorized expenditures related to petty cash.

7. **Accounts Payable and Accounts Receivable**

Accounts Payable

- Process supplier invoices
- Verify payment requests
- Prepare payments to vendors and suppliers
- Monitor outstanding liabilities

Accounts Receivable

- Prepare customer invoices
- Track incoming payments
- Follow up on overdue accounts
- Maintain customer account records

8. **Payroll Administration**

- Process employee salaries and wages
- Calculate overtime, deductions, taxes, and benefits
- Ensure payroll compliance with labor laws
- Maintain employee payroll records
- Prepare payroll reports

9. **Auditing and Internal Controls**

- Conduct internal audits to ensure financial accuracy
- Check for fraud, errors, or financial inconsistencies
- Ensure compliance with accounting standards and company procedures
- Improve internal financial control systems
- Assist external auditors during annual audits

10. **Financial Analysis and Reporting**

- Analyze business performance and profitability
- Prepare financial forecasts and projections
- Identify financial risks and opportunities
- Provide recommendations to management for decision-making
- Interpret financial data using accounting tools and software

Key Performance Indicators (KPI'S)

- Financial statements accuracy rate of 98–100%
- Month-end closing completed within 3–7 working days
- Financial reports submitted on time at 100% compliance rate
- Number of accounting errors kept below 2–3 minor errors per month
- Accounts receivable collected within agreed terms with DSO maintained at 30–60 days
- Overdue receivables maintained below 10% of total receivables
- Collection efficiency rate of at least 90%
- Supplier payments processed on time at 95% or higher

- Invoice processing completed within 1–5 working days
- Disputed invoices maintained below 3%
- Bank reconciliations completed 100% monthly without delay
- Unresolved reconciliation differences kept at zero or minimal levels (less than 1 per period)
- Reconciliation accuracy maintained at 99% or higher
- Budget variance controlled within ±5%
- Forecast accuracy maintained at 90% or higher
- Cost control improvements demonstrated through measurable savings over time
- Tax filings submitted with 100% timeliness and compliance
- Audit findings kept minimal, with no major issues and only a few minor observations (0–3 per audit)
- Regulatory compliance maintained at 100% adherence
- Financial data entry accuracy maintained at 99% or higher
- Task completion rate maintained at 95% or above within deadlines
- Confidentiality breaches maintained at zero tolerance (0 incidents)
- Stakeholder satisfaction (internal/external) maintained at 85–90% or higher
- System utilization and reporting efficiency maintained with minimal delays

Approval and Signature

Approved by:	**Human Resource Coordinator**
Signature:	
Date:	**01-May-2026**

SOLUTIONS LIMITED
P. O. Box 78545
DAR ES SALAAM

Employee Acknowledgement and Signature

I, ESTHER EMILY MWAIKAMBO, acknowledge that I have read and understood the duties, responsibilities, and requirements outlined in this Job Description for the position of Front Desk Officer. I agree to perform my duties to the best of my ability and comply with the company's policies and procedures.

Employee Name: ESTHER EMILY MWAIKAMBO

Employee Signature: ____________

Date: 01/05/2026