



ACCOUNTS ASSISTANT URGENTLY REQUIRED

The Consulate of the Republic of Kenya in Arusha, Tanzania seeks to employ a highly motivated Tanzanian resident to fill the position of an **Accounts Assistant** for a period of two years, renewable based on performance.

FUNCTIONS/ RESULTS EXPECTED

Summary of key functions

- Initiate preparation budget estimates according to schedule.
- Support continuous management and support of budget and forecast activities.
- Assist with preparation of monthly financial returns.
- Assisting with financial audits.
- Liaising with service providers and processing expense claims/bills.
- Preparation of payment Vouchers.
- Assist in preparation of financial returns of the Consulate at the end of financial year.
- Processing VAT reimbursement claims.
- Maintaining financial records General Filing.
- Any other related office duties.

Competencies

- Thorough knowledge of basic accounting procedures and principles.
- Knowledge and experience of accounting computer applications.
- Experience in budgeting process.
- Accuracy and attention to detail and organized in work.
- Ability to meet assigned deadlines.
- Ability to act and operate independently with minimal daily direction from the seniors.
- Knowledge of applicable laws, codes and standards.
- Strong communication skills.

QUALIFICATIONS

Education

- University or college qualification in accounting or related field from a recognized institution.
- Professional qualification in accounting.
- Certification in computer accounting packages.

Experience

- Progressive work experience in accounting/financial practices.
- Familiarity with Government of Kenya financial procedures will be an added advantage.

Language

- Good oral and written Knowledge of English and Kiswahili.

Other requirements

- Tanzanian Residence with valid work permit.
- Recommendation letter or certificate of good conduct from a recognized civil security agency.
- Proof of residence in a local commune.
- Three referees.

CONDITION OF SERVICE FOR THE ACCOUNTS CLERK

The engagement will be a two-year contract renewable subject to satisfactory performance and the selected candidate will be required to *serve a probation period of six months before confirmation in the post*. A competitive package will be offered to the successful applicant.

HOW TO APPLY

The Consulate of the Republic of Kenya, Arusha is an equal opportunity employer. All qualified candidates are encouraged to apply. Interested candidates should send the application letter, copy of academic certificates, testimonials and resume, indicating their name, address and telephone numbers to arusha@mfa.go.ke

Closing date for this advertisement is **20th October, 2021**.