VACANCY

Position: Accountant (1)

Center of work: Dodoma – Dodoma District

Roles and responsibilities;

- Responsible to prepare and present the annual budget, statement of accounts and audit reports to management council of the organization.

- Exercises the general supervision over the funds of the organization and she/he is the Advisor to the Executive Director on the expenditure of the organizational funds.

- Hold and manage the funds, property and endowed property for furthering any of the objectives of the organization.

- Maintain the state of the cash and bank balance of the organization

- Taking control of all financial procedures including the yearly external Audits

- Work nearly with Programs Team To ensure Programs Budget are well utilized according to work plan

Required qualifications/ skills;

- Hold bachelor degree in accountancy or BAF
- Graduated in any university recognized by Tanzania Council university (TCU)
- The applicant must be a citizen of Tanzania
- Should have aged between 18-30
- He/she has Experience to work in NGO's
- Applicants have to able to work in difficult environment

Attachments;

- All applicants should attach a copy of the birth certificate, O-level certificate/A-level certificates and University certificate

- Curriculum Vitae (CV), attach Two passport Size

- Application letter (In English)

Submission and Deadline;

- Interested applicant may apply from **14/12/2020 to 28/12/2020** at 10.30 a.m EAT.
- Selected participants will be notified to attend the interview through their E-mails

- All request shall be submitted through **- doyodoorg1@gmail.com**
- **Addressed to: Executive Director,**
      P.O.BOX 712,
      DODOMA