

NGARA FARMERS COOPERATIVE SOCIETY LTD



S.L.P 205, Ngara, Barua pepe: info@ngarafarmers.co.tz

Ref.No. ACC/2023/24/01

9th November, 2023

JOB VACANCY

Ngara Farmers Cooperative Society Ltd was established in 1993 as an Agricultural and marketing Cooperative Society Ltd. Ngara Farmers is based in Ngara and operates in accordance with Cooperative Societies Act No.6 of 2013 and its Regulations of 2015; according the Amcos is registered with registration KAR 227.

The main activity of the Amcos is promote economic and interests of members specifically on cash crop Farming, Marketing, Agricultural inputs supplies and all matters related to the welfare of its members who are 1203 members farmers from the district of Ngara in Kagera Region.

The Board of Ngara Farmers seeks to recruit qualified and hardworking Tanzanians to fill the following available vacant positions for the Amcos.

1.0 ACCOUNTANT (NEWLY ADVERTISED) - (1 VACANCY)

Nature and scope

The successful candidate will report to the General manager. He/ she will be responsible for maintenance of books of accounts, financial reporting and routine processing of the transactions relating to Finance. He/she will supervise the financial budgeting process and reporting, collections and payments as well as formulation of controls to safeguard the financial resources of the Amcos.

Duties and Responsibilities

- i. Supervise the accounts department and monitor financial information on a daily basis and ensure that accounting records are accurately and properly prepared and maintained.
- ii. Co-ordinate budgeting exercise including production of regular budget reports and budgetary control.
- iii. Chief advisor to the management and Board of Directors on all financial matters of the Amcos.
- iv. Ensure that all statutory returns are prepared and payments made in time.
- v. Overall, in-charge of costs control in the Amcos using budgetary and other management control methods.
- vi. Advise the Amcos on tax matters i.e VAT, corporate tax, PAYE, withholding tax, to ensure statutory compliance and prepare the relevant monthly annual returns;
- vii. Design and implement internal financial controls;
- viii. Carry out transaction settlements in accordance with authorization mandates and in observance of prudence and existing internal control;

- ix. Monitor cash requirements and financial position of the Union.
- x. Prepare all statutory and regulatory financial reports in line with professional accepted accounting standards;
- xi. Provide guidance to the Managements on issues pertaining to accounting as well as financial and regulatory reporting.
- xii. Prepare and submit management, Board and regulatory reports of high quality and on timely basis.
- xiii. Carry out any other related duties as may be assigned by General Manager from time to time.

Qualifications, knowledge and Experience

- i. Holder of Advanced Diploma / Bachelor's degree in Accountancy/Finance or related field from a recognized higher learning institutions;
- ii. Minimum of 2 and maximum of 3 years relevant experience in a similar role from a reputable organization.
- iii. Strong written and oral communication skills with ability to write documentation in a concise and focused style.
- iv. Excellent developed interpersonal and organizational skills.
- v. Must be a team player, very self-motivated and able to manage and prioritize work load with minimum supervision.
- vi. Should have computer skills, preferably conversant with accounting packages.
- vii. Should be ready to work under any supervision and in any area assigned.

MODE OF APPLICATION AND DEADLINE

Ngara Farmers Cooperative Society Ltd is an equal opportunity employer. Qualified candidates should apply in writing to the address shown below, by observing the following terms and conditions.

- 1. All applicants must be citizens of Tanzania.
- 2. Applicants should have at least eighteen and not more than fifty years old.
- 3. Applicant must attach an up to date Curriculum Vitae (CV) having reliable applicant's contacts, postal and e-mail address, reachable telephone numbers as well as particulars of at least three (3) referees (including academic or/ and from last/ current employer.
- 4. Must attach certified copies of relevant certificated, transcripts and birth certificate/ nationality ID.
- 5. Applicant must attach current passport size picture.
- 6. A signed Application letter should be written in either Swahili or English showing how they meet the requirements of the position.

Closing date: Applications should reach the undersigned not later than 4.00 pm at Amcos main office or through Amcos e- mail. For those who apply through e-mail, all documents including application letter must be in single document (pdf).

- ✓ Applicants must indicate the position applied for on top of the envelope with the application letter
- ✓ Only shortlisted candidates will be contracted.

General Manager,
 NGARA FARMERS COOPERATIVE SOCIETY LTD
 P.O.BOX 205,
 NGARA
 E-Mail: info@ngarafarmers.co.tz and copy zem@ngarafarmers.co.tz

