

# UNIVERSITY OF DAR ES SALAAM



## UNIVERSITY OF DAR ES SALAAM SCHOOL OF LAW

### TANZANIAN - GERMAN CENTRE FOR EASTERN AFRICAN LEGAL STUDIES [TGCL]

#### VACANCY

The Tanzanian-German Centre for Eastern African Legal Studies invites applications from suitably qualified Tanzanians to be considered for employment on annual contract basis to fill the following post.

**Job Title:** Assistant Accountant

**Qualification and Experience:** The applicants should possess the following academic and professional qualifications.

- Possession of a good form VI certificate.
- Possession of a Bachelor's degree in Accounting or Bachelor of Commerce degree in Accounting or any other relevant degree from a recognized institution;
- One (1) year working experience serving in similar position will be an added advantage;
- Knowledge of Procurement procedures and IT will be an added advantage.

#### **Knowledge, Skills and abilities**

- Knowledge of bookkeeping procedures;
- Knowledge of accounting principles;
- Knowledge of the preparation process for financial statements in conformity with generally accepted accounting principles;
- Skill in analyzing and interpreting financial records;
- Skill in analyzing, preparing, checking and balancing routine fiscal transactions and accounts;
- Ability to prepare accurate financial statements.

#### **Main duties:**

- General management of TGCL accounts;
- Prepare accounting records, financial statements and other financial reports and ensure the accuracy and completeness of the same;

- Receive payment by cash, cheques or any other forms of payment commonly used in Tanzania;
- Maintain accounting records and balancing accounts (double entry book keeping);
- Preparing and payment of staff salaries and student allowances;
- Using computerized accounting system and maintaining accurate accounting records.
- Process bills for payment; File and tally deposits;
- Communicating with the bank
- Communicating with the German project partner;
- Assisting in the organization of TGCL events and other activities as directed by the Coordinator.

**Terms of service:**

Contract of one year, and subject to three months probation.

**Remuneration:**

An attractive remuneration package will be offered to the successful candidate.

**Mode of Application:**

Interested candidates should apply in confidence (letters to include telephone contacts) to the undersigned enclosing:

- Detailed CV;
- Photocopies of relevant certificates and transcripts;
- Reference letters of at least two referees (to be submitted in hard copies only).

**NB:** Applications should be done in **both hard and soft copies**.

Soft copies of applications should be forwarded to the following email address [lillianmasalu@gmail.com](mailto:lillianmasalu@gmail.com) and copied to [mapundabt@yahoo.com](mailto:mapundabt@yahoo.com).

Applications should be sent to:

**TGCL Coordinator**

**University of Dar-es-Salaam School of Law**

**P. O. Box 35093**

**University of Dar-es-Salaam**

**Dar-es-Salaam** [where possible deliver hard copies to the TGCL office – UDSM Mikocheni campus opposite Mikocheni B Police post - directly

This advertisement can also be found in TGCL's website: [www.tgcl.uni-bayreuth.de](http://www.tgcl.uni-bayreuth.de)

**DEADLINE: 31<sup>st</sup> December 2020**

**TGCL MANAGEMENT**