



KAHAMA CO-OPERATIVE UNION (KACU) LTD

REG. NO. 5493 P.O. BOX 51 TEL. NO. +255734310614

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KAHAMA-SHINYANGA

Ref. No.: KACU/JV/2023/VOL.1/06

07/12/2023

JOB VACANCIES

Kahama Co-operative Union Limited (KACU Ltd) with registration number 5493 was incorporated in Tanzania in 1994 under the Co-operative Societies Act No.15 of 1991. KACU Ltd is currently operating under the Co-operative Societies Act No. 06 of 2013. The Union is domiciled and operates in Kahama District in Shinyanga Region.

VISION

Our vision is to become a strong Co-operative Union that provide good supervision, management skills to its Primary Co- operative Societies and the Community as well as to improve the economic standard of farmers and community development in Kahama District.

MISSION

Our Mission is to improve productivity among members by providing progressive training for effective running of KACU LTD and its affiliated member societies.

In this regard, activities of KACU LTD have specifically expanded and the Union now invites applications from suitable, qualified and skilled Tanzanians to fill the following available vacancies:

1.0 CHIEF ACCOUNTANT (1 Vacancy) - Re-advertised

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, payment to suppliers as well as formulation of controls to safeguard the financial resources of the enterprise.

Duties and Responsibilities

1. Supervise the accounts department and monitor financial information on a daily basis and ensure that accounting records are accurately and properly prepared and maintained;
2. Co-ordinate budgeting exercise including production of regular budget reports and budgetary control;
3. Chief advisor to the Management and Board of Directors on all financial matters of the enterprise;
4. Ensure that all the statutory returns are prepared and payments made in time;
5. Overall in-charge of costs control in the Enterprise using budgetary and other management control methods;
6. Advice the company (union) on tax matters i.e. VAT, corporate tax, PAYE, withholding tax, to ensure statutory compliance and prepare the relevant monthly annual returns;

7. Design and implement internal financial controls;
8. Carry out transaction settlements in accordance with authorization mandates and in observance of prudence and existing internal controls;
9. Monitor cash requirements/position;
10. Prepare all statutory and regulatory reports in line with accepted accounting standards;
11. Provide guidance to the Management on issues pertaining to accounting as well as financial and regulatory reporting;
12. Prepare and submit management, Board and regulatory reports of high quality and on timely basis;
13. Carry out any other related duties as may be assigned by General Manager from time to time.

Qualifications, Knowledge, and Experience

1. Bachelor's degree in Accountancy/Finance or related field.
2. Holder of an internationally recognized accountancy qualification such as ACCA, CPA(T), CFA
3. Minimum of 2 years relevant experience in a reputable organization.
4. Strong written and oral communication skills with ability to write documentation in a concise and focused style.
5. Excellent developed interpersonal and organizational skills.
6. Must be a team player, very self-motivated and able to manage and prioritize workload with minimum supervision.
7. Should have computer skills.

2.0 INTERNAL AUDITOR (1 Vacancy) - Re-advertised

Nature and scope

The successful candidate will report to the Board of Directors of KACU Ltd. He/She will be responsible for evaluating a Union's internal controls, including its corporate governance and accounting processes. He/She will ensure the compliance with laws and regulations and help to maintain accurate and timely financial reporting and data collection.

Duties and Responsibilities

1. To review and report if there is adequate control over the collection, handling, and use of office financial and non-financial resources;
2. Reviewing and reporting as the operating systems outlined in the various laws, regulations and directives from the Registrar of Co-operatives are adhered to ensure that there is adequate control over the use of funds in the office;
3. Reviewing and reporting such as settings and distributions into income accounts (revenue) and expenditures are correct;
4. To review and provide information on the accuracy of the calculations and the various information prepared by the office;
5. To review and provide information on existing systems and used to protect UNION's assets, as well as to conduct audits of such assets;
6. Review and advice on the activities and plans of the office to see if they align with the intended purposes or as per mission, vision and values of the Union;

7. Reviewing and reporting on the various measures taken by Management in response to the External Auditor's arguments; and support the implementation of the recommendations;
8. To assist on the implementation of the recommendations made by the External Auditors;
9. Check the existing operational and Technological systems in the office and advice accordingly;
10. Develop a work plan and a strategic audit plan;
11. Prepare and maintain inspection plans;
12. To carry out value checks on development projects and other operations of the Union and advice accordingly;
13. Provide audit opinion advice on rectifications (if any) accordingly;

Qualifications, Knowledge, and Experience

1. Bachelor's Degree in Accountancy/Finance or related field.
2. Holder of an internationally recognized accountancy qualification such as CPA or ACCA
3. Minimum of 3 years relevant experience in a reputable organization.
4. Strong written and oral communication skills with ability to write documentation in a concise and focused style.
5. Excellent developed interpersonal and organizational skills.
6. Must be a team player, very self-motivated and able to manage and prioritize workload with minimum supervision.
7. Should have computer skills.
8. Possession of a CIA will be an added advantage.

3.0 ASSISTANT ACCOUNTANT (1 Vacancy) - New

Nature and scope

The successful candidate will report to the Chief Accountant. 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, payment to suppliers as well as formulation of controls to safeguard the financial resources of the enterprise.

Duties and Responsibilities

1. Assist with the preparation of financial statements and reports;
2. Assist with the processing of accounts payable and receivable;
3. Enter and verify the accuracy of financial transactions;
4. Perform bank reconciliations and other reconciliation tasks as needed ;
5. Maintain accuracy and organised financial records and documents;
6. Assist with budgeting as needed;
7. Support the accounting team with various projects and tasks as needed;

Qualifications, Knowledge, and Experience

1. Strong organizational and time management skills.
2. Proficiency with Microsoft office (eg. Excel)
3. Responsible, physically fit with good working attitude.
4. Familiar with accounting invoicing software.
5. Good discipline and able to work with pressure.

6. Attention to details and accuracy.
7. Strong verbal and written communication skills.
8. A desire to learn and grow within the field of accounting.
9. Minimum of 2 years working experience.
10. Strong knowledge of accounting.
11. Self-driven analytical and detail oriented.
12. Must possess at least A Diploma, advanced/Higher/Graduate Diploma, bachelor's degree in finance/Accountancy or equivalent.

MODE OF APPLICATION AND DEADLINE

Kahama Co-operative Union Limited is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

1. *Application letter showing how they meet the requirements of the position;*
2. *An up-to-date Curriculum Vitae;*
3. *Contacts stating name in full, telephone numbers and e-mail addresses of the candidate;*
4. *Copies of relevant certificates and Certification of Nationality; and*
5. *Names and full contacts of three (3) referees.*

Closing date: Applications should reach the undersigned not later than **4.00 pm on Thursday, 28th December 2023.**

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General Manager,
Kahama Co-operative Union Limited,
P.O. Box 51,
KAHAMA.

Email: kacultd@kacultd.co.tz

