



AMKENI SACCOS LTD

NAMBA YA KUANDIKISHWA PRI-MBY-CC-2022 -2142

S.L.P 2587 MBEYA

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RE-ADVERTISED

JOB VACANCY

Job Description

AMKENI SACCOS LTD is a community based SACCOS conducting Saving and Credit Cooperative Society activities and registered under the Co-operative Societies Act and is licensed under the Microfinance Act No 18 of 2018 as a SACCOS Class B. The SACCOS is located at MWAMBENE AREA along TEKU ROAD MBEYA CITY. The main objective of the Society is to mobilize savings, provide loans facilities to its members in accordance to loan policy and other value and services such as developing savings tradition, financial management.

AMKENI SACCOS is seeking to recruit competent qualified Tanzania citizen to fill the position below.

Job Title: CHIEF ACCOUNTANT 1 POST

Reports to: General Manager

Job Purpose: To provide technical finance expertise and advise to ensure complete accuracy of all finance transactions and to manage all financial aspects of AMKENI SACCOS LTD

DUTIES AND RESPONSIBILITIES

1. Write and maintain books and other accounting records as described in the internal control policy.
2. Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
3. Reviewing financial documents to resolve any discrepancies and irregularities
4. To reconcile the Bank account every month.
5. Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement
6. Reconciling already documented reports, statements and various transactions
7. To advise the manager to enable the manager to make sound professional decisions regarding finances.
8. To perform all duties as may be assigned by the Board and its committees including the management committee.

9. Comply with accounting rules and regulations and the association's rules in accounting field.
10. Close the final accounts and submit them to the manager/board for review by external auditors.
11. Execute any activities assigned by the Board or SACCOS's various committee according to specific resolutions;

KEY QUALIFICATIONS, EDUCATION AND EXPERIENCE

1. Bachelor Degree in accountancy, finance, business administration, cooperative accounting or any other business related degree or advance diploma with relevant experience.
2. Must be a holder of CPA (T) from NBAA or ACCA from NBAA Board
3. Excellent oral and writing communication in English Essential Knowledge, skills and experience.
4. Substantial (minimum 2 years) experience in a relevant role
5. Ability to build good working relationship with finance and non-finance staff.
6. Ability to work as part of team, desirable knowledge, skills and Experience.
7. Knowledge in using computer and data collection related devices.
8. Applicants age must not be above 45 years old

GENERAL TERMS AND CONDITIONS

1. A signed Application letter should be written either English or Swahili;
2. Applicants must attach an up to date Curriculum Vitae (CV) having reliable applicant's contacts, e-mail address, reachable telephone numbers as well as three (3) referees with their reliable contracts;
3. Applicant must attach their certified copies of academic certificates and transcripts;
4. Copy NIDA identity or National Identification Number (NIN) issued by NIDA.
5. Only shortlisted candidate will be contacted.

• CLOSING DATE

Applications should reach the undersigned not later than 4:00 PM on 12 August, 2025
All applications should be sent to;

BOARD CHAIRMAN

AMKENI SACCOS LTD

P.O.BOX 2587

MBEYA.

To be submitted by hand or through email amkenisaccos@gmail.com