



## **JOB DESCRIPTION**

**POSITION: Accountant**

**LOCATION: Dar es salaam**

Ubongo is a Tanzanian based social enterprise that creates edutainment content for learners in Africa. We produce two edu-cartoons (*Ubongo Kids* and *Akili and Me*) along with educational radio programs, apps, and e-books. *Ubongo Kids* helps kids ages 7-14 “find the fun in math,” STEM subjects, and life skills through animated stories and catchy original songs. *Akili and Me* uses the same tools but caters to pre-school children (ages 3-6), helping them learn numeracy, pre-literacy, socio-emotional skills and English as a second language through songs and interactive learning.

*Ubongo Kids* and *Akili and Me* are currently broadcasted in 27 African countries in 4 languages (English, Swahili, French and Kinyarwanda).

### **Primary responsibilities;**

- Document financial transactions by entering account information in XERO other accounting systems. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Maintains accounting controls by preparing and recommending policies and procedures needed.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains financial security by following internal controls.
- Management of cash and bank transactions
- Support the finance team during audits and reviews.
- Experience on management information systems
- Conducts research and interpret accounting policy and regulations.
- Complies with local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.



- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain financial information confidentiality where needed.
- Implement cost allocation and apportionment

**A good match has the following;**

- ❖ At least 3 years' experience in the field of accounting required. Knowledge of accounting principles, practices and procedures, and experience interpreting policies, rules, and regulations in dynamic environment is required.
- ❖ Experience preparing bank reconciliations, and knowledge of broad range of technology, financial systems, and cloud based accounting packages such as QuickBooks or XERO.
- ❖ Ability to work under pressure, a strong bias towards action and commitment to deadlines.
- ❖ Trustworthy, honest and transparent. Must be willing to SPEAK UP AND SPEAK OUT.
- ❖ Must embody [Ubongoer's principles](#).
- ❖ Strong attention to detail and accuracy
- ❖ Must be a problem solver, and critical thinker
- ❖ Must have strong analytical skills
- ❖ Bachelor's degree in Accounting, CPA is a plus
- ❖ Proficiency in the use of Microsoft Outlook, Word, Excel, Access, and Powerpoint required.
- ❖ Candidate must be highly organized and efficient.
- ❖ Strong communication skills required. Proficient in both English and Kiswahili.

Phew! You made it through that. The good thing is that there are also perks, like delicious healthy lunch at the office, health insurance, a competitive salary and you get to watch cartoons at work. APPLY USING THIS [ONLINE FORM](#)