



Institute of Accountancy Arusha

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VACANCY RE-ADVERTISEMENT

Introduction

The Institute of Accountancy Arusha is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Act No.1 of 1990 (CAP 240: RE 2002) and is located at Njiro Hill, seven kilometers Southern-East of Arusha City. The Institute wishes to recruit a number of suitable, motivated, potential and capable human resources from the market on a **six-month contract** (renewable upon satisfactory performance among other criteria).

Vision Statement

To become an exemplary centre of excellence in modern business management training, research and consultancy services.

Mission Statement

To provide high quality, competence-based training and offer research and consultancy services through applied technology.

Title of position: No.02/2019	ACCOUNTANT II – 2 Posts Main Campus Arusha
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned duties in the accounting area of specialization. The outputs in this position are expected in the candidate's knowledge in Bank Reconciliation, creditors and debtors ledgers basics, Knowledge of any accounting system plus Computer literacy – Ms Excel and Ms Word will be added advantage. Combined, the candidate is expected to deliver quality, efficient and effective execution in accounting pursuant to IAA Financial Regulations and accounting manual with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to the Planning and Finance Manager • Assistant Accountants, Accounts Assistants
Key duties and responsibilities:	<ul style="list-style-type: none"> • To file all accounting documents properly; • To properly record and file all invoices after payments; • To follow-up outstanding payments; • To maintain employees' ledger for staff advances, loans or imprests; • To maintain accurate registers for debtors; • To maintain cheques register; • To prepare bank reconciliation statements.
Person specification:	The holder of this position must have the following: Holder of Bachelors Degree or its equivalent in Accounting. Possession of a full professional accountancy qualification CPA (T) or its equivalent from a recognized University/Institution will be added advantage. Candidate must have a maximum age of 40 years.

Remuneration:

All the posts carry attractive packages commensurate to qualifications and respective merits pursuant to the Institute's schemes of services, policies and related public service circulars.

Application Modes:

A hand-written application letter attached with an updated Curriculum Vitae showing current working position, address, at least two referees and day telephone contact numbers; copies of relevant certified academic qualifications and trade certificates and other relevant testimonials. Your application letter should reach to the undersigned **by 20 May 2019**.

The Institute of Accountancy Arusha is an equal opportunity employer. Interested potential female candidates are highly encouraged to apply. Canvassing will lead to disqualification from consideration into further processing steps.

All applications should be directed to:

Rector

Institute of Accountancy Arusha

P.O. Box 2798

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