



## Position Vacancy Announcement

**Date: 10<sup>th</sup> September, 2023**

Employer name: APC HOTEL AND CONFERENCE CENTRE

Job Role: **Accountant (1)**

Eligible: **Internal and External employees**

Organization Type: Hospitality Industry

Application deadline: **25<sup>th</sup> September, 2023**

### **Job Summary**

Expenditure Accountant is responsible for managing and tracking Centre's expenses, ensuring accurate recording of expenditures, and assisting with financial analysis and reporting related to expenditures. This role plays a significant part in optimizing spending and contributing to the Centre's overall financial management.

### **Minimum Entry Qualifications**

Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance, Business Administration or any other related field from a recognized institution with at least two years' experience in related field. Professional Certification is an added advantage.

### **Other Attributes**

- i. Numerical Proficiency
- ii. Integrity
- iii. Communication Skills
- iv. Problem-Solving
- v. Computer literacy

### **Duties and Responsibilities**

- i. Overseeing the management of Centre's expenditures, including tracking and analyzing expenses related to operations, supplies, maintenance, utilities, and other expenditure categories. This involves monitoring and controlling expenditure to ensure they align with approved budgets and identifying areas for cost savings or efficiency improvement.

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- ii. Reporting: Preparing accurate and timely reports related to Centre's expenditures, including expense reports, budget variance reports, and expenditure forecasts. Presenting these reports to management and providing analysis and recommendations to improve expenditure control and management.
- iii. Accounts payable management: Managing the accounts payable process, including reviewing and verifying supplier's invoices, ensuring proper coding of accounts payable ledgers and documentation, and processing payments accurately and timely. Collaborating with vendors and suppliers to resolve any billing discrepancies or issues.
- iv. Budgeting and forecasting: Assisting in the preparation of annual budgets and financial forecasts for Centre's expenditures. This includes estimating expenditures, projecting future expenses, and providing recommendations to management on expenditure control measures.
- v. Compliance and audits: Ensuring compliance with all relevant financial regulations, statutory laws, accounting standards, and internal policies related to expenditures. Participating in internal and external audits to ensure accuracy and integrity of financial data.
- vi. Cash management. Ensuring proper management of petty cash and special imprests as per Centre's financial regulation
  - i. Reconciliation: Ensuring monthly bank and accounts payable, and general ledgers reconciliations are conducted as per the Centre's financial regulations.
  - ii. Any other task assigned by immediate supervisor.

### How to Apply:

- Please send your **cover letter, CV, Birth Certificate, Copy of National ID/NIDA Number** and other certificates through email: [hr@apchotelandconferencecentre.co.tz](mailto:hr@apchotelandconferencecentre.co.tz)
- For more details regarding the post please visit our *website* ([www.apchotelandconferencecentre.co.tz](http://www.apchotelandconferencecentre.co.tz))
- Certificates from foreign examinations bodies for ordinary and Advanced level educations should be verified by The National Examinations Council of Tanzania (NECTA)
- Professional Certificates from foreign universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE)
- Presentation for forged certificates and other information's will necessitate to legal actions and disqualifications
- Deadline of the application is on **25<sup>th</sup> September, 2023**
- Due to the large number of inquiries, we receive, only candidates who have met the required experience & qualifications for this position will be contacted
- We may wish to retain your CV in our database for other/future opportunities, unless you direct us otherwise. Thank you very much for your interest.

***We are proud to be an Equal Employment Opportunity Employer.  
We value and seek diversity in our workforce.***



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