

The Royal Danish Embassy in Dar es Salaam is recruiting an Accountant and Compliance Officer



Position: Accountant and Compliance Officer

Type of employment: Employment on a local contract

Starting date: 15 January 2025 or as soon as possible thereafter

Location: The Royal Danish Embassy in Dar es Salaam

Deadline for application: 12 November 2024 via Prospect Africa Recruitment

Reporting to: CFO

Ref. Danish Embassy - Accountant and Compliance Officer

About the role

The Embassy of Denmark is looking for a skilled Accountant and Compliance Officer who effortlessly knows the ABCs of bookkeeping and has a professional interest in operations management and compliance.

We are seeking a dedicated and detail-oriented colleague to join our Embassy's finance team. The successful candidate will play a critical role in managing the financial operations of the Embassy, ensuring that all accounting and financial reporting is accurate, compliant, and timely. As an Accountant and Compliance Officer, you will be responsible for a range of financial and administrative tasks including bookkeeping, payroll processing, VAT refunds, and supporting various operational assignments. Your expertise will contribute directly to the financial integrity and efficiency of the Embassy.

The position offers a unique opportunity to work in a dynamic and international environment. We value our team members and are committed to supporting their personal and professional growth. You will have the opportunity to develop your skills in operations excellence and gain exposure to a broad range of financial and administrative functions. If you are passionate about finance and want to make a difference in a globally recognized institution, we encourage you to apply.

Key responsibilities and duties

Accounting and financials

- **Bookkeeping:** Maintain accurate and up-to-date financial records, ensuring all transactions are recorded correctly and in accordance with accounting principles.
- **Reporting:** Prepare, analyse and share financial reports, forecasts, and budgets to help with management decision-making.
- **Payroll Management:** Ensure payroll runs smoothly, staying compliant with tax regulations, NSSF and answering any payroll-related questions.

- VAT Refunds: Handle VAT refund claims, making sure it is accurate and submitted on time.
- Administrative Support: Manage invoicing, budgeting, and financial planning tasks. Assist with various reconciliations, audit/financial analyses, settlement of expenses, outlays etc.
- Operational Assignments: Support various operational tasks to ensure compliance, including procurement, vendor management and performing as focal point for banking relations.
- Operational Efficiency: Identify and implement improvements in our financial processes and controls.

About you, candidate qualifications and requirements

You are a meticulous and experienced accountant with a deep understanding of bookkeeping and financial management. Your proficiency in Navision accounting software allows you to navigate complex financial data with ease. You have a solid grasp of payroll management, VAT refund processes, and financial reporting, and you are looking to expand your expertise in operational excellence. You are proactive, reliable, discreet and ready to contribute to the smooth running of our embassy's financial operations.

You fulfil the following qualifications and requirements:

- Education: Bachelor's degree in Accounting, Finance, or a related field.
- Experience: Minimum of 3 years of experience in accounting or finance, preferably within an embassy, an audit firm or a management consultancy.
- Software Proficiency: Advanced proficiency in Navision accounting software is required.
- Skills: Strong understanding of bookkeeping practices, attention to detail, excellent organizational skills, and the ability to manage
- Experience in management accounting or financial management, ideally in an embassy or international organization.
- Strong understanding of VAT regulations and payroll processing.
- Great at staying organized and managing multiple tasks.
- Proficient with Microsoft Office.
- Discreet when handling confidential information.
- Advantage: Certification as a Chartered Management Accountant (CMA), Chartered Accountant (CA), Certified Public Accountant (CPA), or equivalent.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Work in an international environment.
- Great opportunities for further development of your professional and personal competences.
- A large degree of self-dependence.
- Competitive salary and benefit package.

Employment conditions

- Full time employment with the possibility of a permanent contract based on the labour market rules of Tanzania and policies of the Danish Foreign Ministry.
- You will be entitled to 25 days of paid holiday per year.
- Salary will reflect qualifications, experience and proven work-related results.
- Contribution to NSSF.
- Reasonable health insurance provided for you and your dependants.

Application and recruitment process

If you are interested in this exciting career opportunity, send to Prospect Africa one page application letter merged with your updated CV (max. 5 pages) into one file. In the letter, explain your motivation and suitability for the job. Do not send copies of certificates, letters of recommendation etc.

Apply through: Prospect Africa Limited - recruitment@prospect-africa.net

In the e-mail subject line write **"Danish Embassy – Accountant and Compliance Officer"**.

The deadline for receipt of applications is 12 November 2024.

Only short-listed candidates will be contacted. If you do not hear from us within 4 weeks after the closing date, kindly assume your application was not successful.

The selected candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the appointment and should be prepared to start working on 15 January 2025 or as soon as possible.

Please note that applications sent directly to the Embassy of Denmark will not be considered.

About us

The Embassy is part of the Danish Foreign Service. For more information about the Embassy, see www.tanzania.um.dk and www.um.dk. We are an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for everyone.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

GDPR note

The application must not contain personal information that is sensitive under the definition in the European GDPR regulations nor under the definition of confidential data under Danish data protection rules:

https://commission.europa.eu/law/law-topic/data-protection/reform/rights-citizens/how-my-personal-data-protected/how-data-my-religious-beliefssexual-orientationhealthpolitical-views-protected_en

<https://www.datatilsynet.dk/hvad-siger-reglerne/grundlaeggende-begreber/hvad-er-personoplysninger>