



JOB VACANCY – ASSISTANT ACCOUNTANT

ZAQ GROUP LTD

P. O. BOX 31616

KISARAWA II –KIGAMBONI

DAR ES SALAAM.

DATE: 02 JUNE 2026

ZAQ GROUP LIMITED is seeking a qualified and motivated Assistant Accountant to join our growing team. The successful candidate will support the finance department in ensuring smooth accounts operations, financial compliance, and accurate reporting.

Key Responsibilities

- Process supplier invoices, credit notes, and employee expense claims accurately and on time.
- Validate invoices against purchase orders, contracts, goods received notes, and tax requirements.
- Verify invoice details, approvals, coding, and supporting documentation.
- Ensure invoices are recorded and coded correctly.
- Prepare and process payment runs in line with payment terms.
- Post payments and reconcile bank clearance accounts on a timely basis.
- Reconcile supplier statements and resolve discrepancies promptly.
- Maintain accurate vendor master data and ensure supporting documentation in line with internal controls.
- Perform monthly supplier reconciliations and follow up on corrective actions.
- Prepare monthly ageing reports for invoices, open purchase orders, and goods receipts, and support cash flow planning.
- Support month-end activities including accruals and account reconciliations.
- Ensure compliance with WHT, VAT, company accounting policies, and tax requirements.
- Support internal and external audits by providing required documentation and responding to audit queries.
- Identify and support opportunities to strengthen financial controls and increase automation within the procure-to-pay cycle.
- Prepare payment forecasts, monitor variances, and explain significant movements.
- Assist with general office and administrative duties as assigned by the immediate supervisor.





Qualifications & Experience

We are interested in you as a person: your attitude, behaviors, and values. As long as you have the willingness to learn anything you need for the role that you don't already have, we'd love to speak to you. Qualifications and experience in the following areas will be an added advantage:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 1.5 years of experience as a Payable Accountant in the Manufacturing industry.
- Good understanding of basic accounting principles and financial controls.
- Proficiency in financial software and MS Excel.
- Experience using accounting systems such as QUICKBOOK.
- Good organizational and time management skills.
- Strong attention to detail and accuracy.
- Ability to handle high volumes of transactions and meet deadlines.
- Clear communication and stakeholder management skills.
- Problem-solving mindset with the ability to investigate discrepancies.
- Integrity and ability to handle confidential financial information.
- Team-oriented approach with a customer service mindset.

Application Process

Interested candidates should submit their CV and application letter via email to:

Hr@zaq.co.tz

Application Deadline: 7th JUNE 2026

Only shortlisted candidates will be contacted.

