



For us Mission means to improve living conditions based on our Christian belief. Faith, health, education, justice and peace are themes of relevance and importance for us, in Africa, Asia and Germany. Our projects and programs reflect these priorities. In recent years, we have developed into an international network of churches and Diaconia with a modern and up-to-date profile.

For our Regional Office Africa, located in Dar es Salaam, we are looking in full-time for an

Accountant (m/f/x)

Your tasks:

As directed by the Finance and Administrative Officer, you will be responsible for:

- Recording financial information, processing, filling in and classifying appropriately all forms.
- Performing the accuracy of organizational' s financial records
- Preparing checks, deposits, and financial reports.
- Preparing Imprest and Claim vouchers for cash withdrawal upon approval.
- Updating all books or other collection of financial accounts.
- Keeping a thorough record of financial transactions and enter data from daily work logs into the general ledger system.
- Assisting senior accounting personnel with any tasks conducted within the accounting department, or any tasks that require accounting personnel to take part.
- Writing up any documents or items that the accounting department is responsible for, including checks and invoices, as well as vouchers, accounting statements, and other reports and records.
- Preparing invoices/bills to be paid on time.

Your qualifications:

- Hold a CPA: "Certified Public Accountant" justifying expertise in Accounting, Auditing, Finance and Taxation to assist the organization to reach its financial goals.
- Knowledge and competence in computer-based bookkeeping, accounting, and reporting for a non-profit organization.
- Effective computer skills, including word processing and spreadsheets (MS Word and Excel), communications, e-mails, and general website navigation skills.
- Knowledge and competence in tax and information reporting compliance, including payroll taxes, and other applicable and tax and information reporting.
- Working experience on financial matters.
- Professional and courteous verbal and written communication skills in order to practice and apply effective communication within the church organization and her teams.
- Bacalaureate or higher degree in accounting or closely related field.

This position is initially limited for two years. An extension for a second term may be considered.

Please send your application (motivation letter, CV and relevant certificates in one PDF document) by email to Mrs. Heike Rees personal@vemission.org until **23.08.2022**.

For further information, please contact Rev. Dr. Ernest Kadiva Deputy Ex. Sec. Africa: kadiva-e@vemission.org
www.vemission.org