

## **TOBACCO COOPERATIVE JOINT ENTERPRISES LIMITED (TCJE LTD) REG.NO.5590**

Tobacco Cooperative Joint Enterprises Limited (TCJE) was established under the Cooperative Societies Act No. 6 of 2013 as a Joint Enterprise for the purpose of facilitating the operation of Tobacco Industry and promoting economic interests of members such as Tobacco Marketing, Agricultural Supplies and all matters related with tobacco development of the affiliated Secondary Societies in accordance with Cooperative Principles and Practice.

In this regard, activities of TCJE have specifically expanded and the enterprise now invites applications from suitable, qualified and skilled persons to fill the following available vacancies:

Job type: [Full-time](#)

### **Accounts Assistant (1 Vacancy – Morogoro)**

#### **Nature and scope**

The successful candidate will report to the Chief Accountant. He/She will be responsible to the Chief Accountant in carrying out the enterprise's financial and accounting functions.

#### **Duties and Responsibilities**

1. Pre-payment examination of invoices, bills and all other claims;
2. Receive and keep in proper custody all bills, invoices and other claims pending Payments;
3. Assist the Chief Accountant in preparation of final accounts;
4. Responsible for Preparation of payroll;
5. Responsible for monthly reconciliation of statutory contributions;
6. Periodic reconciliation of workers impress retirement;
7. Track expenses and process expense reports;
8. Prepare vouchers and process cheque and cash payments;
9. Maintain cheque payment registers book;
10. Prepare and handle petty cash payment documents;
11. Monitor accounts to ensure payments are up to date and assist with month end closing;
12. Provide supporting documentation for audits;
13. Ensuring timely submission of statutory contributions and obligations;
14. Ensure the Fixed Assets Register is up to date and depreciated accordingly;
15. Carry out any other related duties as assigned by the Supervisor from time to time.

## **Qualifications, Knowledge and Experience**

1. Advanced Diploma or Diploma in Accounting, Finance, Business Administration or related field from recognized University/Institution.
2. General knowledge in accounting.
3. Proficient in data entry.
4. Computer Literate.
5. Ability to work under tight deadlines without compromising accuracy.

## **MODE OF APPLICATION AND DEADLINE**

Tobacco Cooperative Joint Enterprises Limited is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

1. Application letter showing how they meet the requirements of the position;
2. An up-to-date Curriculum Vitae;
3. Contacts stating name in full, telephone numbers and e-mail addresses of the candidate;
4. Copies of relevant certificates
5. Names and full contacts of three (3) referees.

**Closing date:** Applications should reach the undersigned not later than **4.00 pm on Friday, 24<sup>th</sup> January 2025.**

**General Manager, Tobacco Cooperative Joint Enterprises Limited, Plot No. 15, Block H, Modeco Road, P.O. Box 1227,**

**MOROGORO.**

**Email:** [tcjetobacco@tcje.co.tz](mailto:tcjetobacco@tcje.co.tz)