



1. Assets Project Accountant

Dar Es Salaam, Tanzania, United Republic of

Job description

Requisition ID: **264852**

Date posted: **06/26/2025**

Role Purpose & Key Responsibilities

Role Purpose:

- Assets Project Accountant will be engaged on non-employment contractual terms for the period of two (2) years providing support and backstopping Manager: Assets Project Accounting on performing transactional sub-processes of the end to end Assets and Project Accounting following the increase of workload, in accordance with the defined operating procedures, policies, SOX, compliance and business partner service level agreements. The individual will participate in problem solving and improvement of the metric of the operational process.
- The Assets Project Accountant will also share his time supporting Supply Chain Verification, Accounts Payable Business Support, and Network and ITB teams. The Senior Analyst: APA will also be a shared resource across APA, P2P and business units with Capex projects.

Key Responsibilities:

- **Manage Fixed assets additions**
 - - Track Capex commitments.
 - Prepare additions report.
 - Verify requirement of Assets.
 - Conduct analysis to determine which assets should be transferred from 'Assets Under Construction' to 'Completed Assets for Capitalization' Analyze VPC costs, clearing charges relating to the titan project and capitalize.
 - Operate within a strong control environment, ensuring compliance to all relevant Group policies.
- **Fixed Asset Reporting Compliance & Control.**
 - Contribute to the Month end APA closing activities, i. Posting Journals ii. Report AUC with ageing iii. Perform Fixed Asset Register (FAR) Vs GL reconciliation iv. Analyze depreciation values per asset and report on the variances.
 - Perform Assets sub-Ledger Reconciliation.

- Perform Assets verification.
- Support the team in solving operational process and control issues such as Budget loading and transfers etc.
- Perform GRIR reconciliations.
- Review, determine and report the FX impacts on the Capex projects.
- Meet all Assets project Accounting KPI's
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- **Dispose of Fixed Assets**
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 - Request Fixed Asset disposal approval.
 - Analyze and log request to Process Fixed Asset disposal form books.
 - Run a report after actual disposal

Qualification, Competencies, Knowledge and Experience

- Bachelor of Commerce majoring in accounting, or Advance Diploma in Accounting. A professional qualification will be an added Advantage i.e. CPA or ACCA.
- Work practical experience of 2 to 4 years in the similar field of work.
- Excellent computer literate in Advance Microsoft Excell and other related programs.
- Excellent Interpersonal skills with positive attitude.
- Writing and Reporting skills.
- Analytical skills.
- Relating and Networking skills.
- Practical knowledge of Power BI and insights.
- Quick learner, adaptive and flexible

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2. Analyst: P2P, T&E and APA

Dar Es Salaam, Tanzania, United Republic of

Job description

Requisition ID: **263855**

Join Us

At Vodafone, we're not just shaping the future of connectivity for our customers – we're shaping the future for everyone who joins our team. When you work with us, you're part of a global mission to connect people, solve complex challenges, and create a sustainable and more inclusive world. If you want to grow your career whilst finding the perfect balance between work and life, Vodafone offers the opportunities to help you belong and make a real impact.

What you'll do

- The Analyst Procure to Pay (P2P), Travel & Expenses (T&E) and Assets and Projects Accounting (APA) plays a crucial role in a company's financial operations, ensuring timely and accurate processing of invoices and payments.

- o He/ She is responsible for managing a company's fixed assets, ensuring accurate tracking, valuation, and depreciation.
- o The role is also responsible for managing financial transactions related to cash advances, reimbursements, and claims processing.

Key accountabilities

Procure to pay:

- o Invoice Processing: Review, verify, and process vendor invoices for payment.
- o Expense Management: Ensure proper coding of expenses and adherence to company policies.
- o Reconciliation: Match invoices with purchase orders and resolve discrepancies.

Travel and expenses:

- o Cash Advance Processing: Review, approve, and track cash advances issued to employees or departments.
- o Claims Verification: Validate and process reimbursement claims, ensuring compliance with company policies.
- o Reconciliation: Maintain accurate records and reconcile cash advances with actual expenses.
- o Financial Reporting: Prepare reports on cash advances, claims, and outstanding balances.
- o •Policy Enforcement: Ensure adherence to company policies regarding cash advances and claims.

Assets and projects accounting:

- o Asset Recording: Maintain records of newly acquired fixed assets, both tangible and intangible.
- o Depreciation Calculation: Determine and record depreciation expenses for all fixed assets.
- o Asset Tracking: Conduct periodic physical inventory checks to verify asset existence and condition.
- o Financial Reporting: Prepare reports on fixed assets, including accumulated depreciation and potential obsolescence.
- o Asset Disposal: Recommend and process asset disposals when necessary.

Core competencies, knowledge and experience

- o Analytical skills
- o Adapting and responding to changes
- o Coping with pressures
- o Adhering to principles and values
- o Presentation and communication skills

Technical/professional qualifications:

Essential:

- o Education: Bachelor's Degree in Accounting
- o Experience: 0-2 years experience in either finance or accounting or audit
- o Technical skills: Proficiency in Microsoft Excel and familiarity with accounting software (SAP)
- o Soft skills: Strong attention to details, problem-solving abilities, team player and excellent communication skills.

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