

# We are Hiring

Grant Thornton is one of the world's leading organizations of independent assurance, tax, and advisory firms. We comprise over 73,000 people in more than 145 countries. Our Vision is to become the most valued network in the profession. We are looking for a dynamic, enthusiastic, committed, highly talented, and qualified Associate for our Tanzanian office to be part of a team in our Business Process Solutions (BPS) unit who will go beyond business as usual to deliver a unique experience for our people, clients, communities, and member firms.

**Vacancy Title:** *Business Process Solution Associate*

## **OVERALL ROLE:**

The role is designed to support the team in execution and contribute to driving the BPS unit toward effectively meeting clients' needs in outsourced accounting and payroll services. The ideal candidate should be motivated to perform, dedicated to delivering exceptional client service, and committed to maintaining a high standard of work that aligns with the company's ethical and professional values.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accurately post clients' accounting information, including payment vouchers, cheques, supplier invoices, bank and cash book entries, and general ledger journals.
- Validate and reconcile financial records, such as bank reconciliations and VAT return details, supported by appropriate documentation.
- File client returns and ensure timely remittance of statutory payments.
- Process ETRs for approved invoices and maintain proper filing in accordance with established procedures.
- Ensure client documents are filed accurately and systematically for easy retrieval.
- Prepare relevant and accurate data for reports, including management accounts and journal entries.
- Deliver high standards of client service in line with firm guidelines.
- Maintain strict client confidentiality and handle sensitive engagements in accordance with company policies.
- Represent the firm professionally, fostering strong client relationships to support retention and identify opportunities for business growth

### **Grant Thornton Tanzania**

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## **SKILLS AND ATTRIBUTES:**

- Demonstrate the ability to effectively support all aspects of engagement delivery from start to finish.
- Be a quick learner with strong analytical thinking skills.
- Possess excellent business writing and communication abilities.
- Have experience working in a dynamic, fast-paced environment, and be capable of delivering results with minimal supervision.
- Documents and budgets to identify necessary information for specific audits and other market trends;

## **QUALIFICATIONS/EXPERIENCE:**

- Bachelor's degree in Accounting, Finance, or a related field.
- 2–3 years of relevant work experience.
- CPA or ACCA certification is an added advantage.
- Solid understanding of Tanzanian tax regulations, including Income Tax and VAT, as well as Labour laws.
- Proficiency in accounting software such as Tally, QuickBooks, Xero, SAGE, or similar applications.
- Prior experience in a professional consulting or audit firm is a plus

## **Vacancy Title: Business Process Solutions Associate**

### **WE OFFER:**

- A corporate culture in which personal growth, mutual trust, and lifelong learning are being fostered.
- An inclusive workspace that encourages diversity and pursues mutual respect for each other's beliefs and background.
- Professional experiences in an international and dynamic working environment with inspiring colleagues with continuous learning and development opportunities and exposure to multi-disciplinary client service teams;
- Unrivalled space to grow and be innovative.

### **HOW TO APPLY:**

- If your career aspirations match this exciting opportunity, please send your CV and Education Transcripts to [recruitment@tz.gt.com](mailto:recruitment@tz.gt.com)
- Applications should reach us on or not later than 22 October 2025 at the latest.
- Please quote BPS/EAST/OCT/2025 in the email subject
- Please note that only shortlisted candidates will be contacted

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