

# **KYELA COOPERATIVE UNION LIMITED (KYECU LTD)**

**REG. NO. AFF-MBY-KYL-DC-2022-2**



**P.O BOX 415 – KYELA, MBEYA**

**EMAIL: info@kyecultd.co.tz**

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***DATE 01/10/2025***

## **EMPLOYMENT OPPORTUNITIES**

### **RE-ADVERTISED**

#### **BACKGROUND INFORMATION**

KYECU LTD is a Secondary - level Farmers' Cooperative Society formed since 2003. It is located in Kyela District Council, Mbeya Region and owned by thirty (35) primary - level Agricultural Marketing Cooperative Societies (AMCOS), whose engagement is in cocoa farming, marketing, agricultural inputs supplies and all matters related to the welfare of its members.

Since its inception, KYECU LTD has grown into a strong and autonomous Co-operative organization and is currently carrying out a major social-economic transformation. In this regard, the union invites applications from suitable, qualified and skilled person to fill the following available vacancy

#### **1. CHIEF ACCOUNTANT (1 Post)**

##### **NATURE AND SCOPE**

The successful candidate will be in charge of the Finance Department and shall be reporting directly to the General Manager.

#### **2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

Must possess at least Bachelor's degree or its equivalence in Accountancy; Accountancy and Finance; Business Administration majoring in Accountancy, Finance or other related field from recognized University/ higher learning institutions;

2. Must be recognized by professional bodies of accountancy qualification such as CPA(T) or ACCA, CFA registered by NBAA;
3. Minimum of 2 years relevant experience in a similar role from a reputable organization.

### **DUTIES AND RESPONSIBILITIES OF CHIEF ACCOUNTANT**

- i. Supervise the accounts department and monitor financial information on a daily basis and ensure that accounting records are accurately and properly prepared and maintained;
- ii. Coordinate budgeting exercise including production of regular budget reports and budgetary control;
- iii. Chief advisor to the management and Board members on all financial matters of the Union,
- iv. Ensure that all the statutory returns are prepared and payments are made in time;
- v. Overall, in-charge of costs control in the Union using budgetary and other management control methods;
- vi. Advise the company on compliance to tax matters i.e. VAT, corporate tax, PAYE, withholding tax etc. To ensure statutory compliance and prepare the relevant monthly/quarterly and annual returns;
- vii. Design and implement internal financial controls;
- viii. Carry out transaction settlements in accordance with authorization mandates and in observance of prudence and existing internal controls;
- ix. Monitor cash requirements/position;
- x. Prepare all statutory and regulatory reports in line with accepted accounting standards;
- xi. Provide guidance to the Management on issues pertaining to accounting as well as financial and regulatory reporting;
- xii. Prepare and submit Management, Board and regulatory reports of high quality and on timely basis;
- xiii. To respond to audit queries; and

- xiv. Carry out any other related duties as may be assigned by General Manager from time to time.

### **3. GENERAL TERMS AND CONDITIONS**

1. All applicants must be citizens of Tanzania;
2. Application letters should be written in English/Kiswahili;
3. Only shortlisted candidates will be contacted.

### **4. MODE OF APPLICATION AND DEADLINE**

Kyela cooperative union Limited ( KYECU Ltd) is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the email address shown below, enclosing:

1. ***Application letter showing how they meet the requirements of the position;***
2. ***An up-to-date Curriculum Vitae (CV) having reliable applicant's contacts, e-mail address, telephone numbers as well as particulars of at least three (3) referees (including academic or and from last/current employer); and***
3. ***Copies of relevant certificates, transcripts and birth certificate/nationality ID***

#### **CLOSING DATE:**

Applications should reach the undersigned within 14 days from the date of the issuance of this advertisement: -

**GENERAL MANAGER,**

**KYELA COOPERATIVE UNION LIMITED (KYECU LTD),**

**P.O BOX 415,**

**KYELA, MBEYA**

**EMAIL: [info@kyecultd.co.tz](mailto:info@kyecultd.co.tz)**

*Issued by,*



**GENERAL MANAGER**

