



## **Annex 1**

### **JOB DESCRIPTION, PROFILE AND REMUNERATION FOR THE ACCOUNTS TECHNICIAN POSITION**

<b><u>POST</u></b> : Title of Post <b>Accounts Technician</b>	Grade <b>GSA3</b>	Projected Date of Entry into Service <b>1<sup>st</sup> October 2025</b>	Date of Publication of Notice <b>5<sup>th</sup> August 2025</b>
Service or Administrative Unit <b>Administration and Finance Department</b>		Duty Station <b>Arusha (Tanzania)</b>	Deadline for Receipt of Applications <b>29<sup>th</sup> August 2025</b>

#### **JOB DESCRIPTION**

##### **1. REPORTS TO THE ACCOUNTS OFFICER**

##### **2. JOB SCOPE**

The Accounts Technician shall be responsible for preparing, processing, reviewing, posting and balancing financial transactions, including payroll, accounts payable and receivable, invoices, banking transactions and reconciliation of bank accounts. This task involves financial record keeping, periodic financial reporting, processing of payroll, monthly bank reconciliation statements, tax compliance for Joint Venture income, processing of tax refunds and returns, preparation of budgets, data entry and analysis of financial information.

##### **3. PRINCIPAL ACCOUNTABILITIES**

- i) Maintains accurate and up-to-date financial records.
- ii) Records receipts and payments.
- iii) Processes payment vouchers and invoices.
- iv) Prepares Members mandatory contributory invoices.
- v) Reconciles bank statements with the cash books.
- vi) Assists with the preparation of periodic accounting reports, budget implementation reports and financial statements.
- vii) Assists in the preparation and reconciliation of the statement of financial position, income statements, and statements of cash flow.
- viii) Maintains the general ledger,
- ix) Reconciles accounts receivable and accounts payable.
- x) Assists with budget preparation.
- xi) Assists with preparation of management reports.

- xii) Monitors financial transactions.
- xiii) Assists in the processing of tax exemption refunds for the Union and the diplomatic staff
- xiv) Assists in preparation of tax returns for the PAPU Tower
- xv) Assists in the completion and submission of tax returns
- xvi) Files financial documents in physical or electronic form in an organized manner.
- xvii) Carries out any other duties as may be assigned from time to time

#### **4. QUALIFICATIONS AND EXPERIENCE**

##### **Education and Experience**

- i. Must have a minimum of Diploma in Accounting of not less than one year training or equivalent;
- ii. An Advanced Diploma qualification in Accounting would be treated as an added advantage.
- iii. A minimum five (5) years of professional experience.

##### **Knowledge and Skills**

- Computer skills and knowledge of packages i.e., E-mail, internet, social platforms
- Excellent knowledge of word, excel and power point presentation
- Good knowledge of QuickBooks accounting package.
- Excellent record keeping and experience in documentation
- Good command of English or French language, both spoken and written

##### **Core Competences**

- Good interpersonal skills and flair laced with flexible and mature disposition
- Good understanding of accounting principles, financial regulations and International Public Sector Accounting Standards (IPSAS)
- Proficiency in accounting software and other relevant computer applications
- Ability to handle assignments comprehensively, effectively and confidentially
- Strong organizational and time management skills to manage multiple tasks and meet deadlines.
- Demonstrated ability to work independently and collaboratively as a team player and with flexibility in a rapidly dynamic environment
- Credibility, good judgment, honesty and integrity in line with the core values of the Union
- Good verbal and written communication skills to interact with users, explain technical concepts, prepare reports and document issues.
- Stakeholder engagement in a multicultural and multilingual environment

#### **5. Statutory Requirements**

- Not more than 50 years
- Must be national of a Member State of PAPU
- Must not have been convicted of any criminal offence
- Must have been declared physically fit to hold the position applied for by a Medical Doctor and is not suffering from any temporary or permanent derangement
- He/she is a national of member state that is not in arrears of contribution including the current year
- He/she is not a child/spouse, brother, sister, father or mother of a member of a staff

## 6. REMUNERATION

Salary grade	:	GSA/3
Basic Salary	:	USD 12,120.00 per annum
Children allowance	:	USD 200.00 per child per annum up to a maximum of 4 children who is not older than 21 years
Spouse allowance	:	5% of basic salary for unremunerated spouse whose monthly income is not up to USD 500.00
Education allowance	:	USD 5,000.00 per annum (40% for candidates from host country) for each eligible child who is at least 3 years old and less than 23 years old. The eligible child must be attending regular school