

## FINANCE ASSISTANT – TRAVEL MANAGEMENT AND VAT REFUND

### POSITION SUMMARY:

The Finance Assistant (Travel Management and VAT refund Processing) will be responsible for online review of all travel related requests and reports (Travel advances and travel expenditure reports for all ICAP staff) in accordance to organization policies and facilitate timely payment. S/he will also be responsible for filling claims for VAT reimbursement from Tanzania Revenue Authority (TRA), ensure attachment of necessary documents to support the claims, follow-up regularly with the TRA to seek refund and liquidate refunds into ICAP accounts.

### MAJOR RESPONSIBILITIES:

- Reviewing approved Travel Authorization Forms and Travel and Business Expense Reports for accuracy and completeness prior to record to accounting package (QuickBooks).
- Recording Travel and Business Expense Reports and preparation of Journal Vouchers in accounting package (QuickBooks)
- Compiling Travel and Business Expense Reports package for Journal Voucher (Including attaching all relevant documents)
- Ensuring Approved Travel and Business Expense Reports are recorded timely into the accounting package (QuickBooks)
- Extracting Account Receivable statements from accounting package and sending reminders for outstanding advances and respond to queries
- Matching of advance to Travel and Business Expense Reports in the accounting package (QuickBooks)
- Recording bank deposits to QuickBooks as Journal Vouchers
- Ensure that all advances for completed activities/tasks are liquidated within 4 days.
- Perform any other relevant duties as may be assigned by Superiors from time to time.

### Required Qualifications, Knowledge and Skills:

- Bachelor of Commerce degree in Accounting, Finance or equivalent.
- Recommended a minimum of 2 years' experience in Accounting/financial management.
- Candidate must be conversant with accounting packages preferably QuickBooks.