

EMPLOYMENT OPPORTUNITIES

About us

PMJ Associates is the Accountancy Firm which was founded in Tanzania by Qualified and Experienced Accountants aiming at delivering Quality that enable the business venture to move from inception to renowned Brands with the head office in Dar es salaam.

Our Mission

To become the leading Accountancy firm with competent and qualified staff on accounting, taxation and business angle advising and provide tailor-made solutions to Business Venture, by ensuring we put forth Reputation of Quality Services while dealing with our esteemed customers. Abide to strict national laws, applicable financial reporting standards, as well as General Accepted accounting Policies in best practice.

Our Vision

PMJ Associates aim to become the firm of choice in Tanzania in areas of Accounting, taxation, and business at large through application of up to date IFRSs, promoting Ethical code of Ethics for accountancy profession, as well as deliver maximum support to Local and International Businesses in Tanzania through adherence to various regulators.

Our Core Values

Our core Values are inspired by Institute of Finance Management, IFAC Code of Conduct as well as National Board of Accountants and Auditors (NBAA). PMJ Associates is guided **HEART** core values;

H – Honesty - We aimed at being truthful, transparent and reliable in all our Stakeholders

E – Expertise – We have the ability to analyse and interpret set of financial and non-Financial data/information in accordance with the prevailing situation and provide unbiased judgment or conclusion.

A – Agility – We have the ability to rapidly adjust our Team and processes to create more value and react quickly to changing Business Operating Environment and Condition while maximise value delivered to Our Stakeholders.

R – Respect - We recognise, appreciate and embrace diversity and the value of respecting different perspectives from all our stakeholders

T – Teamwork – We provide a fulfilled services under a collaborative environment as the matter of Fact is working together produces a better outcome than making separated efforts while saving our stakeholders.

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1. JOB TITLE: Finance & Administration Officer

JOB DETAILS:

PMJ Associates seeking to recruit an enthusiastic finance & administration officer to join our team and support the effective implementation of various projects.

DUTIES AND RESPONSIBILITIES

Below will be duties and responsibilities of Finance & Administration Officer in the areas of accounting, taxation and auditing;

- Assist in preparation of Financial Statements, Quartelly, and Semi annual Management Reports as well as different budgets as the need may arise.
- Prepare payroll and share to the management for review and release of Monthly salaries.
- Examining, reconciling and analyzing financial information such as Statement of financial position, fixed asset ledger, income statements, Cash Flow and monthly/quarterly operating results.
- Responsible to support and liaise with the Managing Partner in meeting the strategic goals of the organization.
- Assists in the building of an efficient and professional team of employees within Finance and Accounting Department.
- Providing tax planning services based on current legislation.
- Liaising with third party such as service providers, regulators, clients and suppliers.
- Prepare Tax returns such as SDL, PAYE, WHT, Stamp duty, Income Tax, as well as monitoring and file revised tax returns timely.
- Keep track of industry trends and changes related to taxes and share the snapshot report to the management on the changes as to how should this affect current and prospective operations..
- Ensure procedures internal and external policies, legislation and regulations are correctly followed and complied with.
- Identifying accounting, business and tax issues/opportunities and developing solutions/recommendations
- Feed data in accurate manner in the accounting software and ensure safety of the organization accounting information.
- Provide support to External auditors with sharing and gather necessary account information and documents to perform annual audits.

Participate in any other activities to be assigned by his/her supervisor.

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Required qualification

The applicants must be a holder of at least bachelor degree in accounting, finance or related field with proven experience in finance, accounting and office administration. A candidate must demonstrate capability in working with computerized accounting systems preferably QuickBooks and ability to analyze financial data and communicate to non-finance staff. ACPA (T) or ACCA will be an added advantage.

Job Experience:

At least one year experience in the field of finance, accounting or administration.

2. JOB TITLE: Sales & Marketing Executive

JOB DETAILS:

A sales and marketing executive is responsible for researching and developing marketing opportunities and planning and implementing new sales plans. He/She will also manage both the marketing and the sales staff and will perform managerial duties to meet the company's operations goals.

DUTIES AND RESPONSIBILITIES

1. Promoting the firm's existing brands and introducing new products to the market.
2. Increasing the client base through attending networking events, researching prospects, calling potential customers, following up on incoming leads and generating leads for the sales team and arrange business meetings with prospective clients
3. Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the firm's marketing goals.
4. Gathering, investigating, and summarizing market data and trends to draft reports.
5. Implementing new sales plans and advertising.
6. Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing human resource objectives.
7. Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.
8. Staying current in the industry by attending educational opportunities, conferences, and workshops, reading publications, and maintaining personal and professional networks.

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Required qualification

The applicants must be a holder of at least bachelor degree in Marketing, Business Administration or related field with proven experience in sales, business development and marketing. A candidate must demonstrate capability in analyzing data with Microsoft Office Tools, report writing and Excellent communication, interpersonal, and customer service skills.

Job Experience:

At least one year experience in the field of sales or marketing.

HOW TO APPLY?

Applications are invited from qualified and interested Tanzanian individuals only. Applications must include a cover letter and CV with full contact details of three referees with subject line **'Finance & Administration Officer or Sales & Marketing Executive'** to Managing Partner, PMJ Associates through Email: info@pmjassociates.co.tz to be received not later than Friday September 29th, 2023 at 17.00 Hours EAT.

NOTE:

Phone Calls or WhatsApp calls are permitted at this stage.
Applications should not be sent through Office WhatsApp number.
Only designated email communications are allowed.

Office Location and Contacts;

Head Office;
LAPF MilleniumTowers Phase II, 18thFloor Wing B.
Dar Es Salaam
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