

Job Title: Finance & Administration Officer

Department: Finance Department

Reports To: Finance Manager

Job Location: Dar es Salaam

Deadline: 5th December 2025

Company Overview

FlySunBird is a locally registered aviation company providing helicopter services to clients across various industries. The company is seeking a **self-motivated, committed, and result-driven** Finance & Administration Officer to join the Finance Department.

Required Qualifications

- Bachelor's Degree in Accounting, Finance, Business Administration, or any related field.
- Minimum **3 years** of experience in Accounting and Finance.
- Must be a Tanzanian.
- Fluency in written and spoken English.
- Proficiency in Microsoft Excel and accounting software such as **QuickBooks, Tally**, or familiarity with **Sage**.
- High level of discipline, communication and interpersonal skills, analytical ability, innovative problem-solving skills, and strong time-management skills.

Responsibilities

- Perform day-to-day finance operations to ensure timely and high-quality output.
- Implement financial plans, strategies, policies, guidelines, and procedures accurately.
- Handle all tasks related to **receivables**, including preparation of customer statements, updated receivable lists, customer reconciliations, quotations, and invoices.
- Manage all tasks related to **payables**, including compliance verification before payments, preparation of payment vouchers, processing payments, preparing supplier statements, and maintaining payables lists.
- Prepare and submit timely reports to the Finance Manager as required.

- Maintain updated records, perform periodic reconciliations, and ensure timely payment of all taxes and statutory fees (Corporate Tax, Withholding Tax, PAYE, SDL, WCF, Social Security Fund, Import Duties, Student Loan Board, etc.) to avoid penalties.
- Perform full accounting functions, including preparation of monthly bank reconciliations, managing bank accounts, and issuing receipts.

How to Apply

Send your CV and copies of certificates via:

 recruitment@flysunbird.com