



VACANCY ANNOUNCEMENT

Who we are...

Well Told Story (WTS) is a socially-oriented media research and production company based in Kenya and Tanzania and focused on creating social and economic value for young people in Africa. Since we were established in 2009, Well Told Story has developed a set of interlinked and evolving proprietary media all intended to reach and engage young people with important ideas that can benefit their lives. This is centered on Shujaaz, an on-going multi-media communications platform encompassing monthly comic books, daily syndicated radio shows, SMS, online, video, national TV and activations that has reached more than 69% of Kenyans and 30% of Tanzanians aged 15-24, won two International Emmy Awards.

Well Told Story is looking for a committed and dynamic individual to take up the following position:

Position Title:	Finance Assistant
Department / Section:	Finance
Role Purpose: Reporting to the Finance Manager-TZ, the Finance Assistant will be responsible for assisting the Finance Manager with all aspects of the development and effective operation of the finance function within the Organization.	
Key Responsibilities:	
Payment duties:	
<ul style="list-style-type: none">• Receive supplier invoices, indicate the date received on the invoice, and review the invoice and supporting Local Purchase Order (LPO) or contract, file appropriately; Ensure that the following have been provided by the supplier – Copy of Certificate of Incorporation, TIN and/or VAT• Ensure all pending invoices are properly authorized and all supporting documents attached• Prepare all payment vouchers for review by the Finance Manager• Follow up to ensure cheques are signed as per mandate• Disburse all cheques once ready and have cheques banked when required• Cancel all cancelled cheques and write 'VOID' and record in the cheque payment register with the word 'cancelled' in the payee space. Retain all voided cheques and attach to the cheque book;• Ensure persons collecting cheques sign the cheque payment register, and provide some identification in the form of ID cards, passport or driving license; and	
Petty cash and cash advance duties:	
<ul style="list-style-type: none">• Post petty cash expenses into QuickBooks on a weekly basis and maintain a report on excel to keep track of the petty cash balance at all times;• Review cash needs and alert the Finance Manager when cash needs to be drawn;• Ensure cash advance requests and appropriately authorized before processing;• Process advance requests in time and ensure these are recorded in the accounting system;• Separately file cash advances that have not been accounted for• Once accounted for, ensure the advance in the system is appropriately expensed and file the cash advance request and the related surrender form together after review by the Finance Manager;• Alert the Finance Manager when the float balance is below Tzs. 600,000/=	



Other duties:

- Preparing bank reconciliations of all banks on a monthly basis after postings into the system are completed
- Filing of all finance documents as per the laid out filing instructions/supervised by the Finance Manager;
- Assist in Finance procurements
- Photocopying and scanning of any finance documents as and when the need arises;
- Assisting the Finance Manager in preparation of the NSSF, PSSSF, WCF, HESLB, PAYE, SDL, VAT and Withholding Tax Returns;
- Assistance during audit especially in getting documents as required by the auditors;

Essential role related knowledge : skills, qualifications and experience

- Holder of a bachelor degree in Accounting/Finance from a recognized University
- Minimum 1-2 years' experience in a similar role.
- Computer literacy skills in MS Office programs, particularly Excel and accounting software
- Excellent oral and written English skills.
- Well organized with ability to multi-task and prioritize in order to meet tight deadlines.
- Results driven and achievement oriented
- Attention to detail

Competencies

- **Behave Ethically:** Understand ethical behaviour and business practices and consistent with the standards and aligned with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

APPLICATION PROCEDURE:

Interested candidates who meet the above required qualifications and experience should submit a Cover Letter and detailed Curriculum Vitae (CV) listing three professional references (including a recent supervisor) to jobstz@shujaaz.com on or before **17th February 2019**.

The email subject line must clearly show the job title that you are applying for.

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

NB: We do not charge any fees at any stage of the recruitment.