

CONSORTIUM OF TANZANIA UNIVERSITY AND RESEARCH LIBRARIES (COTUL)



Vacancy Announcement

The Consortium of Tanzania University and research libraries (COTUL) is a fully-fledged association registered in November, 2017 with the Ministry of Home Affairs with Registration No S.A. 21148.

The major goal of the Consortium is to facilitate availability and access to research resources among its members (Universities, Research organization etc) country-wide particularly joint acquisition of electronic resources (e-journals and e-books) to support the core functions in teaching, learning and research. It also provides capacity building among its members on areas related to application of ICTs in provision of library services such as creation of Digital Libraries, and Institutional Repositories. In addition, COTUL also provide training on marketing and promotion of e-resources, information literacy skills and customer care among others.

Job title: ACCOUNTING ASSISTANT VOLUNTEER - 1 POST

Job description

COTUL is looking for a volunteer who has strong and understanding of accounting principles and experience with general office tasks. The volunteer should have experiences with bookkeeping practices as well as ability to process and reconcile a wide variety of accounting documents such as invoices; billings; as well as institution reimbursements. He/she should also have the ability to review information for accuracy; make deposits and prepare reports; and maintain records. Work is performed by applying knowledge of accounting, procurement, records management and ability to using spreadsheet for financial management and accounting.

Job qualifications

An ideal candidate must have at least a certificate in either accountancy, procurements and supplies or related field. Thus, candidates with expertise on bookkeeping, accountancy, procurement and other related field are highly preferred. A diploma level in a relevant area will be an added advantage.

Job duties and responsibilities

- Keeping financial records up-to-date

- Processing business transactions
- Handling bookkeeping and following accounting best practices
- Fact-checking invoices for payment and processing
- Correcting and modifying inaccurate files and records
- Assisting in account analysis and account coding
- Reconciling account balances
- Filing and records management
- Assist in making bank deposits and keeping up records
- Track expenses as they relate to specific projects and jobs
- Issue invoices to customers based on the FTE of the respective institution
- Make close follow up on members to pay e-resource subscription and annual maintenance fees
- Respond to phone calls and e-mails as needed
- Assist in coordinating workshops, consortium meetings and conferences
- Perform any other duties as may be assigned by the COTUL management

Work station

The working station will be in Dar es Salaam. COTUL has its office at the Commission of Science and Technology (COSTECH) building, in Kijitonyama which is located along Ally Hassan Mwinyi Road.

Remuneration

A reasonable package will be offered to the right applicant

Mode of application

Application letters with detailed curriculum vitae (CV) and copies of relevant certificates and academic transcripts should be sent to the COTUL Executive Secretary through the following **Email:** tlwoga@gmail.com and copy to the Deputy Executive Secretary **Email:** abasamo@gmail.com

The deadline for this application is **10th May, 2018 before 16.00Hours**. Only shortlisted candidate will be contacted

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