

Job Vacancy: Finance and Administration Officer

Company Name: GIA LOGISTICS

Number of Positions: One (1)

Report to: Senior Finance and Administration Officer and Partners

Employment Type: Full-Time

About the Company

GIA Logistics is a growing transportation company committed to providing reliable, efficient, and customer-focused transport and logistics services. We are seeking a qualified and experienced **Finance and Administration Officer** to join our finance team and support the company's financial management and compliance functions.

Key Responsibilities

- Prepare monthly, quarterly, and annual management accounts and financial reports.
- Prepare financial statements in accordance with applicable accounting standards and company policies.
- Monitor company revenues, expenses, cash flow, and profitability.
- Develop budgets, forecasts, and variance analysis reports to support management decision-making.
- Ensure timely reconciliation of bank accounts, supplier accounts, customer accounts, and general ledger balances.
- Prepare and submit statutory tax returns, including VAT, PAYE, Skills Development Levy (SDL), Withholding Tax, in compliance with Tanzania Revenue Authority (TRA) requirements. In addition, other statutory payments like NSSF and WCF.
- Ensure compliance with all relevant tax laws and financial regulations in Tanzania.
- Coordinate annual audits and liaise with external auditors, tax consultants, and regulatory authorities.
- Maintain accurate accounting records and strengthen internal financial controls.
- Support payroll accounting and other finance-related activities.
- Provide financial analysis and recommendations to improve operational efficiency and profitability.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA (T), ACCA, or equivalent professional accounting qualification.
- Minimum of **3–5 years** of relevant accounting experience, preferably in the transportation, logistics, or related industry.
- Strong experience in preparing management accounts and financial statements.
- Sound knowledge of Tanzania tax legislation and TRA compliance requirements.
- Proficiency in accounting software and Microsoft Excel.
- Excellent analytical, organizational, and communication skills.
- High level of integrity, attention to detail, and ability to meet deadlines.

Desired Competencies

- Strong financial planning and analytical skills.
- Ability to interpret financial information and provide strategic recommendations.
- Excellent problem-solving and decision-making abilities.
- Ability to work independently and collaboratively within a team.
- Strong time management and organizational skills.

How to Apply

Interested candidates are invited to submit their CV/Resume and Cover letter by following these guidelines:

- **Format:** Rename your CV file as: CV - YOUR FULL NAME; and Cover letter as: CL – YOUR FULL NAME. Please include your **gross salary expectation** in the cover letter.
- **Subject Line:** Indicate the job title applied for in the subject of your email;
- **Submission:** Send your application to **gloria@gialogistics.co**
- **Deadline:** Please forward your application before **13 August 2026**;
- **Note:** If GIA Logistics Company does not contact you within thirty (30) days after the Closing date, please consider your application unsuccessful.

Equal Opportunity Employer: We are committed to creating an inclusive workplace and encourage qualified candidates from diverse backgrounds to apply.