

# VIVA WILLIAM

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## SUMMARY

I have honor to submit my ability that I can afford to work with you by guidance of your organization policy and accounting standard practice for make sure all the procedure are in place. Bringing several years of hands-on experience managing payroll functions and maintaining accounts payables. Independent and self-motivated team player. Versatile accounting professional with several years of experience and proficiencies in account management and reporting. Well-versed in updating and standardizing controls and streamlining procedures to increase productivity and reduce errors in accounting files. Offers advanced abilities with quickbooks pro, Tally ERP 9 , Odoo Accounting package and microsoft office.

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## EXPERIENCE

### **Accountant & Administrative Officer, 01/2021 - Current** **Innovation Africa**

- Develop, oversee and coordinate the local country fillings and registrations and coordinating with International office
- Prepare monthly pack report (P&L, Trial Balance, Age Payable & ages receivable, leave sheet, W/tax, cash balances, reconciled Bank statements, prepare payroll, prepare statutory payments for payments (NSSF, WTAX, SDL, PAYE & WCF)
- Responsible for developing and helping ensure we are in compliance with all local rules and regulations
- Check and confirm Bills on the system, process for the payment and confirm to the vendors when paid
- Reconcile and provide analysis and reporting on bank activities
- Monitor and control of petty cash amounts
- Obtain approvals from the Country Director and CFO on all procurements and purchases for the projects and for the organization
- Preparation and maintenance of calendar of events related to the company's legal, regulatory and compliance obligations in country
- Ensuring local legal and regulatory obligations are being addressed and met
- Assisting in proposing and implementing of local country policies and procedures and controls
- Validating new stock items on the system.
- Created journal entries accurately and timely for month end close processes.

## CONTACT

**Address:** Arusha Tanzania

**Phone:** +255-784-603143

**Email:** williamviva@gmail.com

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## SKILLS

- Quick Books Package
- Tally Package
- Odoo Accounting Package
- MS Excel
- MS Word
- Power Point
- Internet
- Ability to work under pressure
- English language
- Swahili language

- Reported on financial results including balance sheets, income statements, cash flow statements.
- Coordinated with external auditors during the annual audit process by providing requested documents and responding to inquiries in a timely manner.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.

**School Accountant, 11/2010 - 07/2020**

**St. Constantine's International School**

- Verify all reimbursement request and processing for the payments
- Prepare monthly Salaries for the expatriates and local staff and send to the bank on time accordingly
- Prepare and submit statutory payment in monthly wise on or before due date accordingly (E.g
- P.A.Y
- E, SDL, WITHHOLDING TAX, NSSF & WCF CONTRIBUTIONS)
- Corresponding with parents through email regarding any inquiries raised on payment on school fees, confirmation of payments, acknowledge the payments coming in for the school fees if required to do so
- Combine all the Invoices on the monthly basis in the check list for the approval and request
- Process vendor's invoices for payment, including confirming and authorizations
- Prepare, process and confirm bank reconciliation statements in monthly wise and file accordingly
- Prepare Final accounts and assist the appointed Auditor on the Auditing process
- Assist the Auditor to file Annual Returns and to submit Tanzania Revenue Authority on time as per schedule of submission accordingly Income Tax Law
- Assist the Auditor to submit Provisional of Income Tax Payments in quarterly wise as per the requirement of Income Tax Law
- Check and confirm all supportive documents are attached on each payment vouchers on Petty Cash and Cheque payments accordingly before filling
- Communicating with Teaching staff and non-teaching staff for any quarries raised or any clarifications on salaries and other related matters
- Support Tanzania Revenue Authority on Auditing of School books of accounts if required to do so
- Check and confirm posted ledgers on the books of accounts
- Prepare Management Report (Profit & Loss vs Budget, Debtors and Creditors outstanding balances) for the Finance Board Meeting / School Management Board meeting and Full Board Meeting as per the schedules of meetings.
- Created journal entries accurately and timely for month end close processes.

- Coordinated with external auditors during the annual audit process by providing requested documents and responding to inquiries in a timely manner.
- Performed general ledger reconciliations on a timely basis.

#### **Bookkeeper, 03/2003 - 10/2010**

##### **Kilimanjaro Flair Ltd**

- Preparation of budgets under collaboration with the technical manager
- Preparation of monthly Profit and loss vs
- Budget with varies and Balance sheet
- Timely production of statutory and internal financial reports
- Prepare payrolls monthly and send salaries to the bank in a monthly basis
- Control production Input on purchasing and Issuing
- Writing and maintaining books of accounts
- Weekly basis on the shipments made for the particular days
- Prepare accounts ledger and assist on preparation of final accounts
- Maintain records, post to and reconcile various accounts and perform other accounting duties as assigned.

#### **Accounts Trainee, 06/2000 - 02/2003**

##### **JR International Bau GmbH**

- Prepare wages for Permanent staffs and casuals respectively
  - Preparing cash receipts for posting, applying payments and performing producer statement reconciliation
  - Monthly bank reconciliations, including General Ledger research and reconciliation
  - Writing Local Purchasing Oder and processing for signing
  - Prepare returns yearly for Skills Levy, Withholding Tax, pay as you earn P.A.Y.E and submit to the Tanzania Revenue Authority on or before due date
  - Applying for Tax relief (VAT Exemption) monthly wise and submit to TRA
  - Assisting Accountant on posting ledger on cash basis entries
  - Maintains accounting records by making copies; filing documents
  - Protects organization's value by keeping information confidential
  - Accomplishes accounting and organization mission by completing related results a
  - Other duties as assigned by Site Agent and Finance Manager.
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## **EDUCATION AND TRAINING**

### **Bachelor of Business Administration in Accounting, Accounting,**

**07/2020 University of Arusha** - USA River - Arusha

### **Diploma in Commerce and Accounting, 01/2012**

**Al-Haramain High School** - Dar Es Salaam

**Certificate of Secondary Education, 01/1997**

**Kibasila Secondary School** - Dar Es Salaam

**Certificate of Primary School Education, 01/1992**

**Usagari Primary School** - Tabora

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## ALTERNATIVE TELEPHONE

+255683-510011

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## PROFESSIONAL SKILLS AND OTHERS

Quick Books Package - Full aware and maintain with eight year's experience using Quick Books Accounting Package, Tally Package - Full aware and maintain with 10 years' experience using Tally Accounting Package, Odoo Accounting Package - Aware of the Software package and in use for two years' now, MS Excel, MS Word, Power Point, Internet, To work under pressure with without supervision, A good command in English and Swahili language

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## PERSONAL INFORMATION

- Date of Birth: 06/19/77
  - Gender: Male
  - Nationality: Tanzanian
  - Marital Status: Married
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## REFERENCES

- Kelvin George Madundo, Country Manager, Innovation Africa - Tanzania, Dodoma, Tanzania, +255754072007, kelvin@innoafrica.org
  - Gregory Emmanuel, Treasurer of Hellenic Foundation of Tanzania, Member of School Management Board, Makuru Coffee Estate, Moshi, Tanzania, +255 764 910 107 / +255 672 466 579, greg@makurucoffee.com / gemmanuel@eoltz.com
  - Peter Thies, Managing Director, JR International Bau GmbH, Munich, Germany, +491728834684, peter.thies@gmx.net
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## HOBBIES AND INTERESTS

- Reading books
- Watching TV
- Listening music
- Travelling