Mkuki Na Nyota Publishers Limited & TPH Bookshop
Job Description – Accountant

Full-Time, Based in Dar es Salaam

Reports to: Managing Director / General Manager

About Us

Mkuki na Nyota Publishers is an independent publishing house committed to producing high- quality books that reflect East African realities, celebrate African heritage, and inspire meaningful engagement. We are expanding our reach and impact through digital platforms, strategic partnerships, and innovative communication strategies.

TPH Bookshop Ltd is a customer-focused bookstore committed to promoting a strong reading culture and providing access to quality books and educational materials. Serving students, professionals, institutions, and the wider community, we offer a diverse range of local and international titles. We are dedicated to excellent service, strong partnerships within the publishing ecosystem, and innovative retail approaches that expand access to knowledge and learning.

Role Overview

We are seeking a **highly organized, detail-oriented, and trustworthy Accountant** to oversee and manage the financial operations of Mkuki na Nyota Publishers Ltd and its sister company, TPH Bookshop Ltd.The Accountant will be responsible for managing the financial records and transactions of a Mkuki na Nyota Publishers Ltd and its sister company, TPH Bookshop Ltd. The role includes bookkeeping, financial reporting, tax compliance, budgeting, and supporting overall financial operations to ensure the company's financial health and compliance with Tanzanian laws and regulations.

The successful candidate will play a critical role in safeguarding the financial integrity of the companies, supporting strategic decision-making through timely and accurate financial insights, and ensuring smooth coordination with auditors, regulatory bodies, suppliers, and financial institutions.

This position requires a professional who demonstrates integrity, analytical capability, attention to detail, and the ability to work independently while contributing to the broader financial and operational goals of the organization.

Roles & Responsibilities

1. Financial Management and Reporting

- Maintain accurate financial records, including income, expenses, assets, and liabilities.
- Prepare monthly, quarterly, and annual financial statements and management reports.
- Monitor cash flow to ensure sufficient funds for operational needs and strategic initiatives.
- Assist management with budgeting, forecasting, and long-term financial planning.
- Provide financial analysis and recommendations to support business decisions and new projects.

2. Bookkeeping and Accounts

- Record daily financial transactions accurately, including sales, purchases, receipts, and payments.
- Manage accounts payable (vendors, printers) and accounts receivable (distributors, customers).
- Reconcile bank statements and company accounts regularly to ensure accuracy.
- Maintain proper filing and documentation of all financial records for audit trails.
- Manage payroll processing, statutory deductions, and employee expense claims.

3. Tax and Regulatory Compliance

- Prepare and file all tax returns (VAT, PAYE, SDL, NHIF, NSSF, Corporate Tax) in full compliance with Tanzania Revenue Authority (TRA) requirements.
- Ensure compliance with all local financial and accounting regulations applicable to the publishing industry.
- Liaise with external auditors, tax consultants, and regulatory authorities during audits and inspections.
- Monitor changes in tax and financial regulations to ensure the company remains compliant.

4. Royalty and Rights Management

- Royalty Administration: Calculate, generate, and ensure the timely payment of royalties to authors and agents based on contractual terms. Manage author/agent queries regarding statements.
- Contract & Advance Tracking: Verify contract clauses to ensure accurate financial data in company systems. Set up author contracts in accounting software to monitor unearned advances and track payment schedules.
- Rights Revenue Tracking: Monitor revenue from various channels, including physical book sales, eBooks, eAudio, and subsidiary rights deals (e.g., film, translation, or foreign rights).

5. Inventory and Project Accounting

- Inventory Management: Report on consignment stock and manage multi-location inventory, analyzing the value of finished goods (books) and work-in-process.
- Returns Reserve Analysis**:** Calculate and maintain reserves for returns, accounting for the consignment-based model where retailers can return unsold copies.
- Costing and Analysis: Track and allocate costs for specific titles (job costing), including printing, warehousing, and distribution. Monitor production costs to assist in cost control measures.

6. Editorial and Strategic Support

- Editorial Collaboration: Partner with editorial teams to budget, forecast, and track operating expenses for specific book projects and publishing services.
- Title P&L Analysis: Prepare and present monthly management accounts and title-specific profitability analysis to guide decision-making by publishing leads.
- Intercompany Reconciliation**:** Reconcile transactions between sister companies to ensure accurate consolidated financials.
- Financial Modeling: Build financial models to support new business initiatives and long-term strategic planning.

7. Administrative and Operational Support

- Assist in procurement processes and payment processing for publishing materials and services.
- Support physical inventory tracking for books and publishing-related materials.
- Maintain strict confidentiality of all financial and company information.
- Perform any other duties as assigned by management.

Qualifications & Requirements

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA (T), ACCA, or equivalent professional certification is an added advantage.
- Minimum 2–3 years of accounting experience (experience in publishing/media is a plus).
- Knowledge of Tanzanian tax laws and financial regulations.
- Proficiency in accounting software (e.g., QuickBooks, Tally, or similar) and MS Excel.
- Strong attention to detail and organizational skills.
- High level of integrity, professionalism, and ability to maintain strict confidentiality at all times.
- Demonstrated ethical conduct and sound professional judgment.

Key Skills & Competencies

- Financial reporting and analysis
- Tax compliance and statutory reporting
- Strong communication and teamwork skills
- Time management and problem-solving abilities
- Ability to work independently in a small business environment
- Flexibility to work extended hours during peak periods, including weekends or after business hours when required
- Dependable, results-oriented, and responsive to management direction
- Collaborative team player who is open to feedback and contributes positively to team objectives
- Strong organizational awareness with the ability to follow policies, meet deadlines, and support company goals
- Effective negotiation and communication skills to achieve optimal outcomes for the company

How to Apply

Submit a copy of your CV and a corresponding cover letter to: acct@mkukinanyota.com**.** Please note that only shortlisted candidates will be contacted for interviews.