

BOOKKEEPER - ADVERTISEMENT

Organisation: Chumbe Island Coral Park Ltd. (CHICOP)

Location: Zanzibar (Mbwani HQ)

Reports to: Finance Manager

Position: Full-time



ABOUT CHICOP

Chumbe Island Coral Park Ltd. (CHICOP) is a private marine conservation and sustainable tourism organisation responsible for the management of Chumbe Island Coral Park in Zanzibar. CHICOP combines conservation, environmental education, research and sustainable ecotourism, with revenues from its award-winning ecolodge directly financing the management of the protected area. In addition, CHICOP works with a range of development partners to advance initiatives within Zanzibar to support the Blue Economy, sustainable development and local job creation.

We are seeking a reliable, organised and detail-oriented **Bookkeeper** to maintain accurate day-to-day financial records and support the effective financial management of CHICOP's project-based operations.

PURPOSE OF THE ROLE

The Bookkeeper will be responsible for maintaining accurate and up-to-date financial records for all project-based activities within CHICOP and with partner organisations, ensuring that all transactions are correctly recorded, supporting documentation is properly maintained, and financial information can be readily reconciled, reviewed and reported. The role requires a high level of accuracy, organisation and integrity. The Bookkeeper will work in close collaboration with CHICOP's Co-Director (overseas).

KEY RESPONSIBILITIES

1. Day-to-Day Bookkeeping

- Record all financial transactions accurately and promptly.
- Maintain CHICOP's project-based records using excel and ensuring all data is recorded within the templates (provided) that meet development partner requirements.
- Correctly categorise income and expenditure against the appropriate accounts, budget categories and sub-categories across projects.
- Maintain accurate records of all cash, bank, supplier and other financial transactions.
- Ensure transactions are fully supported by appropriate invoices, receipts, payment vouchers and other documentation as required.
- Maintain orderly electronic records of all expenditure (including photographic copies of all receipts) as well as physical financial records (bound and ordered appropriately).

2. Bank, Cash and Account Reconciliation

- Maintain and reconcile petty cash records daily.
- Update financial tracking sheets daily (inputting relevant receipts and cash movements in real time).
- Monitor outstanding advances, reimbursements and other amounts requiring settlement.
- Conduct weekly bank reconciliations.

3. Allocation and Budget Tracking

- Allocate expenditure to the correct project, activity and budget category.
- Maintain all necessary supporting documentation required by donors and project agreements.
- Maintain internal disaggregated tracking sheets against budgets available across projects.
- Assist in preparing all necessary financial information for regular tranche disbursements.
- Assist in preparing financial information for donor reports.
- Assist with project reconciliations and preparation for donor audits.

4. Financial Reporting and Management Support

- Assist in preparing regular financial summaries for management.
- Assist with monthly and year-end financial closing processes.
- Prepare schedules and supporting information requested by management, accountants and auditors.
- Highlight discrepancies, unusual transactions, missing documentation or potential financial control issues to management.

5. Payroll and Statutory Records

- Assist with preparation and monthly collation of relevant staff timesheets & payroll slips
- Assist with collation and calculation of monthly payroll financing across projects (including cross-checking of proportional coverage, crosschecking of records/data and accurate tracking of staff payments on the relevant templates).
- Support preparation of financial information required for relevant statutory submissions where relevant.

6. Audit and Compliance Support

- Maintain financial records in a manner that enables efficient internal and external audit.
- Retrieve invoices, receipts, approvals and other supporting documents when required.
- Assist accountants and auditors during quarterly, bi-annual, annual and project-specific audits and reviews.

- Follow CHICOP's financial procedures and internal controls.
- Help identify areas where bookkeeping and financial administration systems can be improved.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualification in bookkeeping, accounting, finance or a related field.
- Demonstrated professional experience in bookkeeping or accounts administration.
- Excellent understanding of accounting principles.
- Excellent computer skills, particularly **Microsoft Excel skills**, including formulas, reconciliation and financial tracking spreadsheets.
- High level of numerical accuracy and excellent attention to detail.
- Ability to organise and maintain clear financial records and supporting documentation.
- Ability to work independently and meet deadlines.
- High standards of honesty, integrity and confidentiality.
- Fluent in Kiswahili and English.
- Very good communication and interpersonal skills and quick learner.

Highly desirable

- Experience maintaining accounts for an NGO, conservation organisation or similar operation.
- Experience with **project/donor financial management and reporting**.
- Experience preparing records for external audits.
- Experience working with multiple projects, cost centres or restricted budgets.
- Knowledge of relevant Zanzibar/Tanzania bookkeeping, payroll and statutory requirements.
- Experience using accounting/bookkeeping software (e.g., Quickbooks, Xero), not essential but useful.

KEY COMPETENCIES

The successful candidate should demonstrate:

- **Accuracy:** Careful and consistent recording of financial information.
- **Organisation:** Ability to manage large numbers of transactions, receipts and supporting documents systematically.
- **Accountability:** Takes responsibility for ensuring records are complete and correct.

- **Integrity:** Handles financial information and funds honestly and confidentially.
- **Attention to detail:** Actively identifies any missing documentation, incorrect information and/ or discrepancies.
- **Problem solving:** Investigates and communicates any issues arising.
- **Reliability:** Completes routine bookkeeping and reconciliations consistently and on time.
- **Communication:** Raises questions clearly with colleagues and management.
- **Digital competence:** Comfortable working with accounting software, spreadsheets and electronic document management.

REMUNERATION

This role offers a competitive salary commensurate with experience.

Pay-scale: Operational Coordinator, +/- 790,000 TZS (core) plus benefits.

Benefits include the following:

- Health insurance (inclusive of family dependents where relevant).
- Zanzibar Social Security Fund (ZSSF) contributions
- Bonuses (at Ramadhan and Christmas/New year)
- Access to discretionary credit and loans scheme
- Lunch is provided at the office during workdays.
- 21 days leave allowance per year

Line Manager: Finance Manager

Reporting to: Co-Director and General Manager

Start date: ASAP

TO APPLY

Please submit the following:

1. A cover letter explaining your suitability for the position
2. An updated CV, including relevant qualifications and experience
3. Copies of relevant academic/professional certificates

Applications should be submitted to: apply@chumbeisland.com

Subject line: Application – Bookkeeper

Deadline for applications: 23 October 2026

Applications received after this date will not be reviewed.

Only shortlisted candidates will be contacted.

Chumbe Island Coral Park Ltd (CHICOP) is an equal opportunity employer and encourages qualified local candidates who are passionate about conservation, responsible tourism, and sustainable development to apply.