



(NBAA)

# THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA



TEL NOS: +255 26 2160170-4  
E-MAIL: info@nbaa.go.tz  
WEBSITE: www.nbaa.go.tz

NATIONAL AUDIT OFFICE "AUDIT HOUSE",  
8<sup>TH</sup> FLOOR, 4 UKAGUZI ROAD,  
P. O. BOX 1271,  
41104 TAMBUKARELI,  
DODOMA, TANZANIA

## GUIDELINES NO.1 OF 2014

### RECOMMENDED TITLES FOR ACCOUNTING AND AUDITING PERSONNEL

ISSUED BY NBAA ON 4<sup>TH</sup> OCTOBER, 2014

S/N	QUALIFICATION	RECOMMENDED TITLES
1.	Personnel with ATEC I, Lower Government Accounting Programme qualification, Certificate of Accounting or equivalent.	Accounts Assistant/Audit Assistant
2.	Personnel with ATEC II, 2 years Diploma in Accounting, qualification Higher Government Accounting Programme qualification or equivalent.	Assistant Accountant/Assistant Auditor
3.	Personnel with Professional Foundation Stage, Bachelor Degree in Accounting or equivalent.	Accounts Officer/ Audit Officer
4.	Personnel with Professional Intermediate Stage, postgraduate Degree in Accounting or equivalent.	Senior Accounts Officer/ Senior Audit Officer
5.	Personnel with Professional Final Stage, a postgraduate degree in Accounting or equivalent.	Principal Accounts Officer/Principal Audit Officer
6.	Personnel with CPA (T) – Graduate Accountant (GA) category.	Accountant /Auditor
7.	Personnel with CPA (T) <b>AND</b> registered by NBAA under "Associate" or "Fellow" category.	Senior Accountant/Senior Auditor or Chief Accountant/Chief Internal Auditor or Financial Controller or Finance Manager; Management Accountant; Audit Manager; Director of Finance; Director of Audit etc.

The above guideline on accounting/auditing titles is for employment purposes only. It is an offence to employ or continue to employ and/or call any person who is not a Certified Public Accountant in Public Practice as an auditor or any person who is not a Certified Public Accountant or a Graduate Accountant as an Accountant as per S.29 & S.30 of the Accountants and Auditors (Registration) Act, CAP 286 R.E 2002.

For further information and clarification please contact:

EXECUTIVE DIRECTOR  
NBAA MHASIBU HOUSE, BIBI TITI MOHAMED STREET  
P.O. BOX 5128, DAR ES SALAAM  
TEL: 255 22 2211890/9  
E-mail: info@nbaa.go.tz WEBSITE: www.nbaa.go.tz



Member of International Federation of Accountants (IFAC) & Pan African Federation of Accountants (PAFA)



All communication to be addressed to the Executive Director NBAA  
NBAA Dar es Salaam Branch: Mhasibu House, Bibi Titi Mohamed Street,  
P. O. Box 5128, Dar Es Salaam, Tanzania Tel: +255 22 2211890-9