



**Position:** Admin Clerk II

**Reporting to:** Accounts Payable Admin

**Location:** Tanga

### **Principal Accountabilities**

- Verification and posting of invoices/bills - Ensure that all invoices/bills are properly and timely verified with accurate details from the invoice; make follow up of all invoices/bills which are not yet invoiced/billed as per suppliers' reconciliations refers.
- Housekeeping - Ensure that all invoices/bills without supporting documents i.e. delivery notes are being followed up and verified timely and ensure accurate verification of tax with proper tax coding i.e imported service, VAT, etc
- Ultimate responsible for safe working practices especially at areas of responsibility.
- Environment: Ensure environmental procedures are complied with, identify and manage the environmental aspects and impacts in his/her area and instil environmental awareness culture in his/her area.
- Any other duties as may be assigned

### **Education**

- Bachelor of Commerce / Advance Diploma/Diploma in Accountancy

### **Knowledge and Specific Experience**

- Minimum of 2 years' experience
- Reasonably independent and able to resolve own difficulties
- Excellent knowledge of Group and local reporting requirements and accounting practices
- Excellent knowledge of Tanga Cement reporting requirements and accounting standards
- Excellent knowledge of internal control requirement
- Good knowledge of computer based financial accounting systems
- Working knowledge of cost accounting principles
- Totally honest and trustworthy
- Meticulous attention to detail
- Take responsibility to adhere to company procedures
- Must enjoy routine and take pride in producing accurate reports to meet deadlines on a regular basis
- Positive and enthusiastic to improve financial accounting performance
- Able to respond to heavy demands and high work pressure.
- Timeously

### **Salary and Benefits**

The Company offers attractive salary and benefits in line with the candidate's qualifications, skills and experience.

### **How to Apply**

Send your CV and copies of relevant certificates by email to [vacancies@simbacement.co.tz](mailto:vacancies@simbacement.co.tz), on or before 31 August 2022.

Only shortlisted candidates will be contacted.

*Tanga Cement PLC is proud to be an equal opportunity employer and we value diversity.*