



Employment Opportunity

Position: Financial Accountant **Reporting to:** Financial Controller - Financial Accounting and Accounts Payable
Location: Tanga

Job Summary

Assisting Head of Finance to develop financial analysis reports, ensure financial recording accuracy and compliance with established financial standards including policies and procedures. Supports financial decision-making information by collecting, analyzing, investigating, and reporting financial data. Ensures compliance with established reporting standards, laws and regulations as well as company's policies and procedures. Also, to maintain and improve Debtors Days Sales outstanding while maintaining minimum bad debts provision as per company policy and procedures.

S/he is also responsible for supervision and management of accounts payable and payment section to ensure payments are accurately and timely processed. These responsibilities will be reporting to a Financial Controller.

Principal Accountabilities

For Tanga Cement Plc.

1. Organize work of the financial accounting and accounts payable section to process all transactions of the company

- Assist Head of Finance to prepare half year and annual financial statements (statutory accounts) in compliance with IFRS
- Assist Financial Controller to ensure that general ledger reports is generated as required; all transactions are completely and accurately recorded; all invoices/bills are properly and timely verified; all supplier accounts are reconciled as per their statements and all unreconciled items are communicated to suppliers and cleared within ten days

2. General Ledger reconciliation

- Reconciliation of all balance sheets accounts
- Inter-company accounts particularly the AfriSam (South Africa) (Pty) Ltd.
- To perform monthly general ledger reconciliations

3. Credit Controlling

- Supervising the day-to-day functions of credit control section.
- Ensure the company is always compliant to the established credit control procedures as well as best practices.
- Minimise debtors' days' sales outstanding (DSO) through pro-active collection strategies.
- Assist in working capital management strategies of the company by timeously follow-up on credit accounts and come up with aggressive collection plans.

For Cement Distributors (EA) Limited (A fully owned subsidiary of Tanga Cement Plc)

1. Organise work of the financial accounting section to process all transactions of the company

- Ensure that all payments are processed based on the proper supporting documents as per payment procedure.
- Ensure all suppliers' statements are received and reconciled on monthly basis to aid payment plans.
- Ensuring follow-up of overdue accounts at an acceptable level
- Responsible for compilation of daily/weekly & monthly reports to management
- Monitoring and updating customers' files
- Interact with internal and external clients in a professional and respectful manner

2. Management Accounting

- Budgets preparations, review and revisions
- Preparing Rwanda, Burundi & Group Management Accounts

- Preparation of Board reports
- Cost Centre Expenses Review
- Ensure all suppliers' statements are received and reconciled on monthly basis to aid payment plans

3. Taxation

- Ensure that VAT account and returns are properly prepared
- Ensure that tax policies which suit current need are in place
- Ensure that tax officials are attended to and all issues raised adequately explained
- Ensure that withholding tax is properly accounted for
- Liaise with the Financial Controller and Head of Finance on tax issues accordingly
- Defend CDEAL interests during tax disputes with TRA
- Ensure that all taxes are paid on or before their due dates, supported by accurate returns as required by the tax authorities
- Manage calculation of all taxes payable by the company and posting of appropriate provisions
- Ensure corporate tax returns are filed timeously and correctly
- Ensure effective communication between Tanga Cement Plc. and tax officials/authorities

4. Statutory accounts and audits

- Prepare annual financial statements (statutory accounts) in compliance with IFRS
- Prepare financial reports timely
- Prepare and support both the internal and external audit processes
- Timely resolve/implement/correct audit recommendations

5. Compliance

Adhering to and assist others to adhere to the company's policies and procedures, best practices and professional standards

Assist in development of company's policies and procedures or process flows when necessary.

Other responsibilities include:

- Ensure adherence to safe working practices by people and equipment, especially in area of responsibility
- Ensure relevant environmental policies and regulations environmental procedures are observed and complied with

Key requirements:

Education

- BCom in Accounting or its equivalent and certified public accountant by either NBAA or ACCA

Experience

- At least 3 years' experience with a multinational auditing firm under auditing or financial advisory services dealing with IFRS.

Knowledge & Skills

- Conversant with the preparation of financial statements (company and consolidation)
- Knowledgeable on working with the IFRS and Tanzanian tax laws
- Excellent knowledge of local and international reporting and accounting practices
- Excellent knowledge in internal controls
- Competent in MS Suit and understanding of computer based financial accounting systems especially SAP.
- Working knowledge of cost accounting principles
- Meticulous attention to detail



- Able to respond to heavy demands and high work pressure
- Reasonably independent and able to resolve own difficulties.

Salary and Benefits

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

How to Apply

Please send your CV and copies of relevant certificates by email to vacancies@simbacement.co.tz on or before **10th November 2021**.

Only shortlisted candidates will be contacted.

Tanga Cement Plc. is proud to be an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.