

06 Nov 2024

The Management of Tanzania Portland Cement Public Limited Company is inviting for applications from ambitious, energetic and performance driven individuals to fill in the below position.

Position:	Assistant Accountant
Number of Position(s):	1
Reports To:	SHARED SERVICE CENTRE MANAGER
Minimum Qualifications:	Proficient knowledge of computing tools such as Microsoft Excel, Word, Outlook etc, Strong communication and analytical skills, Strong understanding of International Accounting Standards and principles.
Experience:	Minimum of at least two (2) years of working experience in accounting role.
Main Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Verifying vendor's invoices to ensure complied with the company's policy and meet regulatory requirements. 2. Verify invoices against purchase orders and ensure goods or services were received before posting in ERP 3. Posting of supplier invoices in ERP 4. Assisting to prepare and payments of VAT, excise duties etc. 5. Timely review, preparing payment plan and processing vendor's payments. 6. Assisting to prepare and posting journal entries for monthly accruals and provisions. 7. Perform supplier's account reconciliations 8. Work with team to develop best accounting practices and P2P process improvement. 9. Prepare various reports and schedules required by management like aging, DPO. 10. Coordinate with other department to resolve vendors issues. 11. Filling and maintaining supplier records. 12. Ensure compliance with the HC Group Code of Business Conduct, policies and guidelines. 13. Perform any other duties that may be assigned by the supervisor 14. Ensure OSHA compliance with the company and statutory requirements.
Mode of Application:	Click this link to apply: https://tpcplc.powerappsportals.com/ and attach detailed CV in PDF format which includes vacancy name, e-mail and/or telephone contacts, names and addresses of three (3) referees. DO NOT ATTACH CERTIFICATES.
Application Deadline:	Deadline for application is 13th Nov 2024 . Only shortlisted candidates will be contacted for interviews.

TWIGA CEMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

NO CHARGES APPLY FOR THIS POSITION.