



1. Finance Liaison Officer

On-site Mtwara, Mtwara Region, Tanzania, United Republic of DCP - Finance & IT Full time TZ-FN-004

Description

Duties and Responsibilities

- To ensure effective, efficient, well controlled, and timely collections from customer and recording of customer collections.
- Perform detailed revenue analysis as required from the Financial Controller, CFO and Sales team to support the effective collection and management of profitable sales.
- Preparing the required daily, weekly, and monthly reports for sales and collections for effective management control, reporting and management. To also support the Tax Accountant in preparing to the CFO and Financial Controller of VAT and tax effects of rebates and other sales schemes.
- To ensure accurate general ledger and subledger accounts related to revenues and customers, including effective clearing and reconciliations. Daily review of advances from customers to ensure no account crosses the credit line of zero.
- Sales process- To ensure that the end-to-end sales process from order to dispatch reconciles (6-way revenue reconciliation of stock movements to weighbridge to delivery notes, cash collections, SAP records and VAT tax returns/EFD register).
- Be an effective link between the Finance and Sales team while ensuring that you provide the coordination between senior finance officers (CFO and Financial Controller) with the senior sales team including the Head of Sales.
- Review and provide comfort to the senior finance team of all sales documents to be processed not limited to sales rebates and sales returns/damages and corrections. Ensure that these are processed timely.
- To fully reconcile the bank reconciliations for collection bank accounts monthly
- Any other duties as may be assigned to the job holder by the FC and/or CFO, including being the lead in monitoring and reporting on Key Performance indicators (KPIs) of the Finance department.
- Perform any other tasks as given by the Financial controller or CFO

Requirements

- Graduate or equivalent with at least 3 years' experience in Finance and/or Audit. Experience in External Audit is an added advantage.
- Professional Accountancy qualifications (CPA, ACA, ACCA).
- Sound understanding of basic computer packages and a good understanding of ERPs, specifically SAP (ability to be developed up within one year on SAP).
- Excellent analytical skills.

- Good interpersonal skills and ability to deal with teams across departments.
- Good business acumen.
- Ability to learn fast.
- Able to work under pressure.
- The job holder must have the potential of progressing into a higher role in the department and/or organization.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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2. Senior Electrical Technician

On-siteMtwara, Mtwara Region, Tanzania, United Republic ofDCP - OperationsFull timeSET-TZ-001

Description

- Executes installation, testing, maintenance and servicing of Motors, LV/MV Switchgears, Batteries, Transformers, Cables etc.
- Performs trouble shooting of Electrical problems.
- Implements the safety procedures & Housekeeping within work area.
- Ensures proper upkeep of his tools & tackles.
- Maintains daily records, equipment logs etc.
- Performs maintenance activity as per maintenance notifications / work orders.
- Updates the maintenance activities in the SAP.
- Performs any other relevant activities assigned by Seniors.

Requirements

- Diploma or equivalent in Electrical discipline.
- Minimum of 8 years relevant work experience in manufacturing units, preferably Cement manufacturing.
- Knowledge and hands-on experience of installation, testing, maintenance of Motors, Switchgears, Batteries, Transformers, Cables etc.
- Knowledge of testing instruments.
- Experience of trouble shooting of Electrical equipment's.
- Working experience of High voltage equipment's (At 11 KV voltage level)
- Knowledge of Electrical safety.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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