



# Job Advertisement

<b>The Company</b>	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.
<b>The Position</b>	<b>SUPPLIER ACCOUNTANT (Fixed Term Contract)</b>
<b>Position Objective</b>	Overall responsibility is to provide support to the accounts payable team with an aim of ensuring that supplier payments are processed on time and in line with the laid down procedure.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Obtain suppliers statements of accounts and prepare reconciliation at each payment run</li><li>▪ Receipt and tracking of invoices / vouchers on IRIS Finance prior to their submission for approval by HODs.</li><li>▪ Run remittances on IRIS Finance for the invoices due for payment and prepare payment request for approval</li><li>▪ Ensure that all payments are matched off with the related invoices appearing on the remittance advice</li><li>▪ Liaise with suppliers on issues such as supplier's statement of account, resolution of any deductions as advised by the operations team and resolution of minor disputes</li><li>▪ On a monthly basis to provide explanations to supervisors for any debits or unclaimed invoices to build the monthly suppliers explanation file.</li><li>▪ On a monthly basis to provide explanations for general ledger accounts</li><li>▪ Ensure that any debit balances on the accounts are followed up and recovered</li><li>▪ To verify all transactions input by the treasury team and ensuring that payment vouchers are provided to the level 1 authorisers on a timely basis.</li><li>▪ Preparation of suppliers' vouchers based on approved invoices.</li><li>▪ Daily download all the supplier payments done in the previous day and forwarding the same to accounts payable accountants for dispatch to suppliers.</li><li>▪ Providing back up for other roles related to payables</li></ul>





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<b>Education</b>	<ul style="list-style-type: none"><li>and general accounting.</li><li>Any other tasks as may be assigned by line manager and supervisors.</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>University degree (or its equivalent) in commerce, accounting, finance or related field.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>At least 2 years' experience</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>Organizing and prioritizing</li><li>Attention to detail and accuracy</li><li>Ability to meet deadlines</li><li>Problem-solving skills</li><li>Teamwork</li><li>Communication skills</li></ul>

<b>Reporting to</b>	Chief Accountant
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<b>Job Advertise Date</b>	<b>Job Reference No</b>	<b>Closing Date</b>
<b>01/02/2022</b>	<b>EALS011/FIN/2022</b>	<b>15/02/2022</b>

<b>NOTE:</b>	<p>Apply to <a href="mailto:careers.tanzania@eals.co.tz">careers.tanzania@eals.co.tz</a> Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
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*EALS Limited is an equal opportunity employer.*

