

<p>The Company</p>	<p>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.</p>
<p>The Position Position Objective</p> <p>Key Responsibilities</p>	<p>ACCOUNTS CLERK (Fixed Term Contract)</p> <ul style="list-style-type: none"> ▪ Ensure that daily, all accounting vouchers are correctly recorded and posted onto IRIS Finance accurately and correctly to the correct company, ledger, and sub-ledger accounts. ▪ To ensure safe custody of documents after posting. <hr/> <ul style="list-style-type: none"> ▪ Posting of approved accounting vouchers, suppliers' invoices, payment request vouchers, bank receipts - on IRIS Finance accurately and on a timely basis. ▪ Allocate reference numbers to the vouchers posted and ensure that the vouchers are stamped with the denotation "POSTED". ▪ Ensure that only valid (approved) vouchers are posted on IRIS. ▪ Ensure all cash vouchers of the day (paid) are posted the same day. ▪ Ensure that the validated vouchers are handed over to the filing clerk for appropriate filing as per procedure agreed on. ▪ To receive requests and dispatch documents to different stakeholders. ▪ To collect and refile documents returned in the correct sequence in the respective files. ▪ Providing back up for other roles related to data entry and filing. ▪ Participate to all safety training as required ▪ Participate to all safety training as required ▪ Adhere to all HSE requirements of the project ▪ Any other duties as assigned by Management <hr/> <p>Education</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in Finance Field/ or any other relevant field

Professional Qualification

Experience Attributes/Skills

- Computer Skills
- At least 2 years' experience
- Computer literate
- English literate
- Writing and communication skills

Reporting to

Chief Accountant

Job Advertise Date

31/05/2023

Job Reference No

EALS027/FIN/2022

Closing Date

14/06/2023

NOTE:

Apply to careers.tanzania@eals.co.tz
Please note that should you not be contacted within 2 weeks after
closing Job Advertisement – Consider your application unsuccessful

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