



27th September 2023

VACANCY ANNOUNCEMENT

Accounts Payable Supervisor

Mbeya Cement Company Limited is a subsidiary of Holcim Group with its Headquarters in Switzerland with operations in Africa, Europe, Asia, and America. Holcim is the leading global company in innovative and sustainable building & construction solutions.

Mbeya Cement Company Limited is seeking to recruit a highly motivated **Accounts Payable Supervisor**, to be based in **Mbeya Plant**, on a permanent employment contract.

Position Reporting To: **Finance Manager-Accounting and Tax**

1. Summary of Roles and Responsibilities

- a. Manage AP query issues, freight rates adjustments and matching invoices to identify discrepancies and act on them.
- b. Facilitate payment process, prepare payment list, seek approval and process the payment.
- c. Supervise the closing of accounts payable sub-ledger, reconciliation and reports generation in accordance with the agreed timetable.
- d. Review of supplier's accounts and reconciliations to close any gaps by comparing with their statement to confirm they tally with the books.
- e. Manage all reimbursements to the company, prepare fuel reimbursement report, secondary invoice (debit Note) and share with supplier for deduction.
- f. Reconcile general ledger versus AP control accounts, balance sheet and profit and loss accounts.
- g. Freight Rate Management-route creations, rates updates and generating freight payable report and'
- h. Purchases order from procurement, receives receipt from stores and end users.

2. Qualifications

Education: Bachelor Degree in Accounting/Finance or equivalent with at least one year of industrial experience. A candidate with CPA (T), ACCA professional qualification will be an added advantage.

3. Technical Competencies /Additional skills:

- a) Financial accounting principles
- b) Tax knowledge with emphasis on Vat and Withholding tax
- c) Knowledge on professional standards
- d) Problem Solving
- e) Leadership Skills
- f) Communication Skills
- g) Team work and collaboration

How to Apply:

Applicants are invited to submit their CVs and Cover letters via mcc.recruitments@lafarge.com indicating the position applied for in the subject of the email.

Deadline for submission of the applications is 6th October 2023

