



## **JOB Title: Finance Trainee**

**Job ID:** 91201

**Country:** Tanzania

**City:** 0000

**Professional area:** Accounting & Finance

**Contract type:** Traineeship

**Professional level:** Graduates

### **Description:**

We are JTI, Japan Tobacco International, and we are present in 130 countries. We have spent years innovating, creating new and better products for **the consumers to choose from**. This is our business. But not only. Our business is our people. Their talent. Their potential. We believe that when they are **free to be themselves**, and they are given the opportunity to grow, travel and develop, **amazing things can happen**.

That's why our employees, from around the world, choose to be a part of JTI. **It is why 83% of employees feel happy working at JTI**. And why we've been awarded **Global Top Employer status, nine years running**.

So when you're ready to choose a career you'll love, in a company you'll love, feel free to #JoinTheIdea.

Learn more: [jti.com](http://jti.com)

### **Position: Finance Trainee**

To assist the finance team to deliver timely financial planning, reporting and analysis by supporting in system financial bookings, ledger reconciliations, report extraction and maintenance of databases as well as shadowing various staff members,

participating in learning experiences, attending meetings and workshops, and traveling to other working environments to gain practical experience.

### **Requirements:**

- Bachelors degree in Economics/Finance/IT
- Fluent in English.
- Good grip on Ms. Office Suite (Excel, Powerpoint, Power BI, Power Query), SAP would be an added advantage.
- Organized and capable to work in team,
- Able to carry out instructions and ask when not clear;
- Able to interact and understand all functions requirements;
- Required to carry out instructions and follow Company policy.

### **Responsibilities:**

- General Ledger:
  - Support in the maintainance of key account reconciliations
  - Prepare monthly accounts payable aging report
  - Prepare and share monthly closing schedule
  - Support the business in Audit (external & internal)
- Product Costing & Leaf Accounting
  - Perform JTI - Primary Society buying Reconciliation
  - Preparation of green leaf related payments documentation for approval
  - Support in month end material ledger closing activities
- Financial Planning & Analysis
  - Support in the preparation of monthly actuals report
  - Support in the preparation of cost center report
- Tax & Treasury
  - Maintain monthly reconciliations for balance sheet accounts (PAYE, WHT, Accounts receivables and others)
  - Preparation of and updating of cashflow forecast
- Support the Tanzania Leaf finance team by:
  - Being a self-starter and pro-active learner (understand the business)
  - Having a strong “can do” and “willing to help” attitude
  - Striving to exceed business partners ’ expectations
  - Focusing on continuous improvement and innovative thinking
  - Always complying with JTI’s Code of Conduct and Company Policies and Procedures
  - Execution of internal controls.
- Understand the Health and Safety risks and follow all operational controls to prevent incidents, actively participate in health and Safety training programs, understand legal and JTI EHS requirements associated with their work and comply with all rules and demonstrate safe behavior and actively report ideas for improvement and report unsafe conditions.

**[CLICK HERE TO APPLY HERE](#)**