



1. JOB TITLE: Planning Clerk - 1 Position

Full Time

Job Purpose

The successful candidate will ensure that all operations in assigned area are carried out as per the ISO 9001:2000 Quality Management System to achieve the quality standards.

Specific Duties and Responsibilities

- Performs all tasks according to Kilombero Sugar's Quality, Safety, Health and Environment policies and procedures.
- Take reasonable care for the health and safety of self and other persons who may be affected by what you do or do not do.
- Co-operate with the management team to enable them to perform their duties under the Occupational Health and Safety Act.
- Record and capture incoming work order requisitions and opening job cards.
- Closes wage returns for Estate Maintenance staff through Cane-pro.
- Capture Stores Requisition and submit to manager for approval as assigned.
- Prepare Productivity reports through Maximo system.
- Keep proper records for incoming and issued Civil materials.

Job Qualification and Experience

- Certificate or Diploma of Records and Management or equivalent
- Computer certificate would be an added advantage.
- Minimum of one (1) year working experiences in planning, stores or equivalent

- Proven track record of the ability to work well in a team and Ability to capture cane - pro report.
- Proficient with MS Excel, Word, and PowerPoint
- Ability to plan and organize work and resources.
- Good communication skills

Terms Of Service: The successful candidate will be engaged on a Permanent Contract.

All interested candidates, who meet the above requirements should apply for the position on or before **7th April 2024**.

Kilombero Sugar Company Limited is an equal opportunity employer. Women and people with disability are highly encouraged to apply.

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2. JOB TITLE: Record To Report (RTR) Manager - 1 Position

Full Time

Job Purpose

The successful candidate will be responsible for the month end procedures of providing accurate, reliable, and complete historic financial information to all stakeholders timeously.

Specific Duties and Responsibilities

- Prepare the month-end timetable that is in line with Illovo group timelines.
- Ensure that month-end timetable is adhere to by all internal stakeholders.
- Ensure that Group Record to report policies, processes and procedures are properly implemented and adhered to
- Responsible for the month-end General Ledger closure for Kilombero and IDTL
- To review and approve relevant journal entries.
- Review post-dated journals report.

- Responsible for the management of intercompany process for Kilombero and IDTL
- Review sub-ledger reconciliations prepared by financial analysts.
- Review balance sheet analysis for Kilombero and IDTL
- Timeous and accurate response to all matters raised regarding General Ledger close.
- Review the Final trial balance for Kilombero and IDTL
- Review COAP with balance sheet variance notes for Kilombero and IDTL
- Ensure full compliance with the Companies Act and relevant IFRS's.
- Provide technical accounting advice to the finance teams as necessary.
- Manage the co-ordination and completion of the Kilombero and IDTL Interim and year-end audits (including all group reporting requirements).
- Review of year end reporting packs
- Prepare annual financial statements for Kilombero and IDTL
- Respond to external audit inquiries timeously.
- Co-ordinate and manage the half year and year end stock counts.
- Co-ordinate and manage the asset verification.
- Review capitalization (additions), disposals and depreciation of fixed assets
- Reviewing and implementing appropriate internal financial controls and ensuring audit findings are timeously addressed.
- Manage the co-ordination and completion of the Kilombero and IDTL internal audits (including all group reporting requirements).
- Ensure that internal controls per FCFQ are in place and effective.
- Manage the interim and final external audit FCFQ reporting process, ensuring that the entities score the relevant IA findings, and that scoring is fair and appropriate.
- Review consolidated view of the entity FCFQ
- Management of financial systems
- Responsible for integrity, accuracy, and completeness of financial database
- Review new ACK's report monthly.
- Review access granted and revoked report monthly.
- Assists and manages with implementation of any systems upgrade.
- Assists and manages with on-going system projects.
- Drive financial reporting improvement initiatives across all operational sites by coordinating development focused workshops and interventions.
- Drive internal control improvement initiatives across all operational sites by coordinating development focused workshops and interventions.
- To drive month end performance discussion meetings to identify opportunities for improvement and prevent reoccurrences of inefficient processes.

Job Qualification and Experience

- Bachelor's degree of Accountancy, Business Administration, Commerce or equivalent
- Must be certified by CIMA / ACCA / CPA (T) or equivalent

- Not less than 5 years relevant working experience

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