



1. JOB TITLE: **Financial Administrator**

GLAV-244782 Dar es Salaam, Dar-es-Salaam, Tanzania Full-time Supply Chain DHL Supply Chain Tanzania Limited Permanent

Key Accountabilities:

- Management of suppliers by ensuring timely processing of their invoices, proper approvals before approvals before booking, timely payment to allow smooth operations of the business.
- Timely invoicing and preparation of client packs, invoices and credit notes and support documentations.
- Daily processing and checking of the contract's transactional activities and ensuring all contract costs are well booked.
- Management Accounting and Reporting, Financial Accounting and Analysis.
- Balance sheet account updates and reconciliations of dedicated accounts.
- Participate in Processing Improvement projects and initiatives.
- Ensure timely inventory counts are undertaken by Operation by attending the monthly stock counts and ensuring signed off stock sheets are received and filed by Finance.
- Preparation of weekly and monthly activity reports.
- Tactical support for the Site Manager and Finance Controller.

•Other responsibilities as delegated by the Senior Financial Accountant Kenya and Finance Director East Africa.

Qualifications:

- 2+year (s) work experience
- Experience in a finance function
- Ability to relate with clients, drivers & contractors
- Team development
- Communication and presentation skills

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2. JOB TITLE: Warehouse & Inventory Controller - Crown

GLAV-244797Dar es Salaam, Dar-es-Salaam, Tanzania Full-time Hours/week 45Supply Chain DHL Supply Chain Tanzania Limited Permanent

Job purpose:

Maintain stock integrity within the crown warehouse and reconcile all stock differences to minimize loss to the company. To ensure the procedures pertaining to all functions within the warehouse is carried out with the utmost professionalism to ensure a smooth transition between principals and the company. To continuously strive to improve the physical inventory process.

Key accountabilities:

Inventory accuracy

- Sap vs physical stock reconciliation
- Interface issues reconciliation
- Stock take postings, and variance presentation for sign off.

- Key contact for client regarding sap

Bcp champion

- Ensuring bcp process is followed.
- Trouble shooting interface issues.
- First contact for client regarding sap issues
- Transaction monitoring
- Ensuring transactions are processed efficiently and accurately to meet client demands.
- Stakeholder - business roles external & internal-inventory accuracy
- Interface issues resolution
- Responsible for write off preparation for management approval.

Sap management

- Sap issue log resolution
- Transactional issue resolution
- Monitoring and controlling user error and making necessary interventions

Process

- Coordinate the first-choice customer service survey for sap team and work with line manager in resolving issues arising therefrom.
- Report to health & safety officer on group global metrix system for the inventory team and act on non-compliance through CAPA
- Ensure implementation of path to quality for the inventory team

Qualifications:

- University degree
- Proficiency in microsoft office
- Inventory management
- Diploma in inventory management

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