



## **1. JOB TITLE: Branch Accountant**

**Job function:** Sales and Distribution

**Employment Type:** Contract

**Experience level:** Supervisory Level

**Location:** Dar es Salaam, Tanzania

**Workplace Type:** Onsite

### **Must have skills**

- Deadline-oriented
- Organized
- Disciplined
- Detail Oriented
- Aptitude for numbers and quantitative skills

### **Qualifications**

- Bachelor Degree or Diploma in accounting/Finance or related field
- An excellent written and oral command in Kiswahili and English
- Knowledge of general accounting principals
- Proficient in relevant computer software
- Knowledge of regulatory standards and compliance requirements
- 2+ years in Finance/Accounting or related field experience

### **Job role**

- Perform daily functions including payments, recording all cash, check and bank transfer transactions, maintain cash and bank ledgers, monitor cash advances and field expenses and any other related reconciliations.
- Prepare financial statements for the branch office, including balance sheets, income statements, and cash flow statements
- Reconciling sales accounts to bank statements and other financial records to ensure that all transactions have been properly recorded.
- Reconcile accounts payable, accounts receivable, and bank accounts
- Manage cash flow and ensure that the branch office has sufficient funds to meet its obligations
- Prepare budgets for the branch office
- Analyze financial data and prepare reports for the Branch Manager
- Ensure compliance with accounting standards and regulations
- Assist with audits and inspections
- Provide support to other branch personnel on financial matters
- Perform other duties as assigned.

**APPLY HERE**

## 2. JOB TITLE: Horeca Sales Supervisor

**Job function:** Sales and Distribution

**Employment Type:** Full Time

**Experience level:** 1 Year in related field

**Location:** Zanzibar City, Tanzania

**Workplace Type:** Onsite

### Must have skills

- Excellent selling, communication and negotiation skills

### Qualifications

- Minimum of one years of sales and/or marketing experience.
- A Bachelor's degree from a well accredited university.
- A driving License/certificate.
- Minimum of one years of experience in supervising a team.
- Successful previous experience as a sales representative or supervisor, consistently meeting or exceeding targets.
- Strong computer and technical skills with specific experience in Microsoft Office Suite (Excel, Word, PowerPoint).
- Leadership skills.
- Managerial skills; supervising a team of 10 to 30 people.
- Analytical skills.
- Excellent communication skills, both written and verbal communication.

## **Job role**

1. Meet regularly with the team to identify areas of improvement and review the performance based on the EAF target policy
2. Build quality relationships with retail customers to provide them with relevant and memorable product and service experiences
3. Create relationships and identify customer needs (packaging, sizes, quality, delivery time and sales reps' attitude) while recommending appropriate solutions to drive both individual and team sales, profit margin, crates management and overall business performance.
4. Call on prospective customers in order to explain company services and to solicit new business
5. Preparing Daily, Weekly and Monthly Sales reports on the template recommended by EAF Management
6. Ensure the Customer Database is up to date with accurate information and opportunities.
7. Collaborate with the Sales Team Leaders to ensure adequate market coverage
8. Perform any other duties assigned by the management

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