



**NYATI
CEMENT**

**HUSHIKA HARAKA
HUDUMU ZAIDI**

LAKE CEMENT LTD

KEY RESPONSIBILITIES

- Maintaining record of CSR expense, Funeral Fund and Annual Leave ledgers of employees.
- Handling Petty Cash at the plant i.e., PCVF with reconciliation.
- Checking advance and loan balance pending for employees as per HR mail for full and final preparation.
- Filing of Vat Return as per New TRA portal System
- WCF, SDL, With Holding Tax return and calculation knowledge
- Salary data preparation for monthly salary disbursement
- Follow up for advance paid through petty cash to employees related to factory expenditure for settlement.
- Invoice booking in ERP for transporters with reconciliation with stores booked GRN for monthly provision booking.
- Any other job assigned on daily basis in absence of other employees.

DESIRABLE SKILLS:

- Must have experience in independence cash handling with expense recording and maintain daybook.
- Must have knowledge of monthly and yearly books closing
- Must have excel reporting and accounts reconciliation skills for any kind of accounts.
- Must have knowledge for Bank reconciliation for current accounts and OD accounts.
- Excel skills are must for all kind of reconciliation and reporting (VLOOKUP Pivot table, Excel common formula)
- Must have experience to work under pressure.

NB: Female candidates are encouraged to apply

POSITION: ACCOUNTS CLERK

DEPARTMENT: ACCOUNTS

**REPORT TO: HOD – ACCOUNTS
AND FINANCE**

EDUCATION

Bachelor Degree or Diploma in accounting/ CPA inter or equivalent.

EXPERIENCE

1 – 2 Years of experience

***Send your Application through
hr.plant1@lakecement.co.tz
Deadline: 28/09/2024***