

VACANCY ANNOUNCEMENT

Job Title: ACCOUNTS PAYABLE

Job Type: Full Time

Reports to: CHIEF ACCOUNTANT

Location: Dar-es-Salaam (TZ)

WHO WE ARE

The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

JOB DIMENSIONS/ GENERAL JOB DESCRIPTION

The Accounts Payable is based in Dar es Salaam.

More than 900 invoices and expense claims monthly.

EACOP Ltd is a company registered in the UK, domiciled in UG with a permanent establishment in TZ; it has 4 shareholders, TotalEnergies, UNOC, TPDC and UNOC. It is to build and operate a 1442 km oil pipeline from Hoima (UG) to Tanga (TZ)

DUTIES & RESPONSIBILITIES

- Receive invoices from vendors, control that they meet the requirements, post the receipt and submit for approval.
- Liaise with Tax team for follow up of VAT relief utilization process.
- Liaise with other departments, Cost controllers and Contract & Procurement department for invoice approval, purchase orders & call offs creation/release, goods/service receipts; sort out issues.
- Liaise and respond to vendors and internal inquiries.
- Reconcile monthly supplier statements, identify discrepancies and make corrections where necessary.
- Assist the Chief Accountant during external audits (statutory and financial, fiscal, shareholders, national authorities)

CONTEXT AND ENVIRONMENT

- EACOP Ltd is fully engaged with the construction of the pipeline.

ACCOUNTABILITIES

- Timely processing and posting of vendor invoices for payment.
- Follow up of vendors' accounts.

QUALIFICATIONS / EXPERIENCE REQUIRED

Academic Qualifications:

- Bachelor in Accounting, Finance or Business administration – ACCA Level 2.
- Knowledge of Workday or similar ERP, Microsoft Office Suite.

Experience Required:

- Minimum 3 year experience within an Accounting Department.

Abilities :

- Organizational, team spirit and interpersonal skills.
- Excellent level in English (spoken & written)

HOW TO APPLY

The applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Applicants are also required to provide details of three (3) referees one of whom should be the most recent employer. **Please submit your application only through ANY of the contact information provided below. Application deadline is on 31st October 2024.**

Air Swift: airswift.com

CCL: tanzania@cclglobal.com

IMI: imi-tanzania@imi-eag.com

ITM: recruitmenttanzania@itmafrica.com

Qsourcing: recruitmenttanzania@qsourcing.com

Seaowl: sestz@seaowlgroup.com



NOTE: No payment is required at any stage of the recruitment process.