



1. JOB TITLE: Revenue Analyst

On-site DCP - Finance & IT Full time RA-TZ-05/2025

Description

Job Purpose

Dangote Cement Limited Tanzania is a subsidiary of Dangote Cement PLC Nigeria.

The job role is Revenue Analyst of Dangote Cement Limited Tanzania, whose Company Vision is *"To be the preferred supplier in Tanzania, Northern Mozambique, Regional Markets and Indian Ocean Islands, of high-quality affordable products"*. The role falls within the Company Finance Department whose vision is to be a *"A True Business Partner & Reference Finance Organization"*.

The purpose of the role is to support the company in ensuring effective and efficient collection from customers, to support in increasing and promoting profitable sales and to ensure that the accounts related to revenues and collections, are reliable and accurate.

Key Duties and Responsibilities

- To ensure effective, efficient, well controlled, and timely collections from customer and recording of customer collections.
- Perform detailed revenue analysis as required from the Financial Controller, CFO and Sales team to support the effective collection and management of profitable sales.
- Preparing the required daily, weekly, and monthly reports for sales and collections for effective management control, reporting and management. To also support the Tax Accountant in preparing to the CFO and Financial Controller of VAT and tax effects of rebates and other sales schemes.
- To ensure accurate general ledger and subledger accounts related to revenues and customers, including effective clearing and reconciliations.

- To ensure that the end-to-end sales process from order to dispatch reconciles (6-way revenue reconciliation of stock movements to weighbridge to delivery notes, cash collections, SAP records and VAT tax returns/EFD register.
- Be an effective link between the Finance and Sales team while ensuring that you provide the coordination between senior finance officers (CFO and Financial Controller) with the senior sales team including the Head of Sales.
- Review and provide comfort to the senior finance team of all sales documents to be processed not limited to sales rebates and sales returns/damages and corrections. Ensure that these are processed timely.
- To fully reconcile the bank reconciliations for collection bank accounts on a monthly basis
- Any other duties.
- Perform any other duties as may be assigned by the FC and/or CFO , including being the lead in monitoring and reporting on Key Performance indicators (KPIS) of the Finance department.

Requirements

Skills Required of Job holder

Technical Competencies and Work Experience

1. Graduate or equivalent with at least 3 years' experience in Finance and/or Audit. Experience in External Audit is an added advantage.
2. Professional Accountancy qualifications (CPA, ACA, ACCA).
3. Sound understanding of basic computer packages and a good understanding of ERPs, specifically SAP (ability to be developed up within one year on SAP).

Business, Leadership and Other Competence

1. Excellent analytical skills.
2. Good interpersonal skills and ability to deal with teams across departments.
3. Good understanding of our business and the environment it operates in.
4. Good business acumen.
5. Ability to learn fast
6. Able to work under pressure.
7. The job holder must have the potential of progressing into a higher role in the department and/or organization.

Benefits

- Personal Health Insurance

- Pay Off Time
- Training and Development

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2. JOB TITLE: **Tax Specialist**

On-site DCP - Finance & IT Full time TS-TZ-05/2025

Description

Job Summary

Dangote Cement Limited Tanzania is a subsidiary of Dangote Cement PLC Nigeria.

The job role is Tax Manager of Dangote Cement Limited Tanzania, whose Company Vision is *"To be the preferred supplier in Tanzania, Northern Mozambique, Regional Markets and Indian Ocean Islands, of high-quality affordable products."* The role falls within the Company Finance Department whose vision is to be a *"A True Business Partner & Reference Finance Organisation."*

The purpose of the role is to ensure that the company's tax risks is minimized, and tax and other statutory obligations, are proactively complied with.

The Tax Manager reports to the Financial Controller but has a close working relationship with the Chief Financial Officer.

Key Duties & and Responsibilities

- **Tax Management.** The role is principally responsible for managing the company's tax risks and ensuring all Tax, NSSF, Mining Royalties, City levy, and all other statutory requirements are complied with. This includes, maintaining sound relationships with the necessary tax statutory bodies (TRA), NSSF, mining, local council, and other stakeholders, as it may be.
- **Primary Liaison.** Acts as the Company's primary liaison with its Tax Consultants and Tax Lawyers, including managing their fees and quality of work, to ensure value for money.
- **Preparation of all Statutory Returns Timely and Accurately.** Ensuring that all statutory returns are prepared as per obligations, including the Transfer Pricing documentation.
- **Process Tax and Other Deductions and Payments on time.** Ensuring that all taxes and other statutory deductions are correctly done, are accurate and are paid over to the relevant authorities by the due dates.

- **General Ledger Tax & Statutory Accounting.** Ensuring that the general ledger tax and other statutory obligations are properly accounted for in the books of accounts (GL SAP), are properly reconciled and are accurate. This includes proactive monthly preparation of the key reconciliations like Sales to VAT.
- **Tax Audits-** The role is responsible on behalf of the company, for the smooth running of all TRA tax audits and audits from all other statutory bodies (mining, councils, NSSF, etc.) including preparation, execution, and completion of all findings thereof.
- **Tax issues-** The role is to support in clearing all past tax exposures residing at the objection level, and at the various appeals stages (TRAB/TRAT and Court of Appeal).
- **Records of all Tax and Statutory Payments made since inception.** The role keeps up to date the record of all tax and other statutory payments made by the company since inception.
- **Any other duties.** Any other duties as may be assigned to the job holder by the FC and/or CFO, including performing Strategic Company Tax reviews, analysis and others.

Requirements

Technical Competencies and Work Experience

- Graduate or equivalent with at least 6-8 years' experience in Finance and/or Audit. Experience in External Audit is an added advantage.
- Professional Accountancy qualifications (CPA, ACA, ACCA, or a Tax Qualification).
- Good understanding of the Tanzania Tax laws.
- Sound understanding of basic computer packages and a good understanding of ERPs, specifically SAP (ability to be developed up within one year).

Business, Leadership and Other Competencies

1. Excellent analytical skills.
2. Good interpersonal skills and ability to deal with teams across departments.
3. Good understanding of our business and the environment it operates in.
4. Good business acumen.
5. Ability to learn fast.
6. Able to work under pressure.
7. The job holder must have the potential of progressing into a higher role in the department and/or organization.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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3. JOB TITLE: Payroll Officer

On-site DCP – HR Full time PO-TZ-05/2025

Description

Job Summary

- Participate in/ provide support for the implementation of DCP Tanzania's compensation strategy.
- Administer payroll and statutory (or other related) remittances for employees in DCP Tanzania.

Key Duties and Responsibilities

- Work collaboratively with the Senior, Compensation & Benefits to define, formulate and implement competitive reward/compensation strategies, policies, and programs.
- Ensure effective implementation and administration of the Company's compensation policies.
- Provide inputs/recommendations for the update of DCP Tanzania's compensation policies and processes in order to reflect current realities.
- Ensure that administration of compensation for the organisation is in compliance with prevailing tax laws and regulations.
- Ensure the accuracy and integrity of staff compensation details on the payroll system.
- Ensure accurate and timely processing of staff salaries and benefits.
- Follow up with manpower providers to ensure prompt processing of contract staff salaries.
- Prepare and ensure timely processing and remittance of all payrolls related deductions e.g., PAYE, pension contributions, etc.
- Review/validate payroll-related invoices/schedules against relevant monthly payroll instructions.
- Prepare payroll impacting communication to all national employees (pay slips, salary reviews, etc).
- Maintain and update the compensation database and provide ad hoc reports on compensation and benefits data, staff costs, etc.
- Provide ad-hoc reports on headcount reconciliation and compensation benefits data.

- Interpret performance appraisals scores and calculate the corresponding remuneration level.
- Assist with implementing relevant reward structures based on performance results.
- Conduct compensation surveys as required and compute corresponding remuneration.
- Provide support in terms of queries resolution on compensation related issues.
- Employees' records keeping.
- Perform other duties as assigned by the Senior or Head of Department.

Requirements

Education and Work Experience

- Bachelor's degree or its equivalent in HR or a Social Sciences related discipline.
- Professional qualification in HR Management e.g., Chartered Institute of Personnel Management (CIPM) will be an added advantage.
- At least 2 years' experience in compensation and payroll administration.

Skills and Competencies

- Basic understanding of trends, challenges, opportunities, regulations, and legislations relating to the cement manufacturing industry.
- SAP Knowledge is an added advantage.
- Good knowledge and understanding of remuneration methodologies, tax policies.
- Good knowledge and understanding of employee reward and incentive schemes, packages etc.
- Good data/numerical and analytical skills.
- Attention to detail.
- Good communication and interpersonal skills.
- Good problem-solving skills.
- Working knowledge of Microsoft Office applications especially MS Excel

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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