

Nafasi ya Kazi at Hill Group Tanzania April 2025

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Position: Accountant

Hill Group Tanzania

Pwani

Hill Group is a group of companies registered to operate in the United Republic of Tanzania. The group started in early 2000 as a small agrovet shop business located at Mwenge, Dar es Salaam. For 24 years the group has enjoyed tremendous goodwill, growth reputation, and name recognition in the Tanzania market. HILL GROUP operates under the following companies: Salibaba Pellet Company Limited, Hill Packaging Company Limited and Hill Oil & Fats Limited

JOB SUMMARY

We are seeking a detail-oriented and proactive Accounts Payable (AP) and Receivable (AR) specialist to join Hill group finance team. The Accounts Payable (AP) and Receivable (AR) will be responsible for managing all aspects of the accounts payable and receivable process, ensuring accurate and timely processing of invoices, reconciliation of vendor/customer accounts, and compliance with Company policies and internal controls.

Key Responsibilities:

Receive, review, and verify invoices and purchase orders for accuracy and appropriate approvals.

Match invoices with goods received (3-way match) in accordance with manufacturing inventory systems.

Enter and process invoices into the SAP system accurately and in a timely manner.

Reconcile vendor and customer statements and resolve any discrepancies or outstanding balances.

Ensure payments are made in accordance with terms and Company policies.

Communicate with vendors and internal departments regarding payment inquiries and issues.

Maintain accurate Account payable and receivables records and documentation for audits and internal controls.

Monitor customer account details for non-payments, delayed payments, and other irregularities.

Investigate and resolve customer queries.

Process adjustments and write-offs as necessary.

Prepare aging reports and other account receivable and account payable related reports.

Assist with month-end closing processes including accruals and Account Payable ledger reconciliations.

Support year-end audit activities and provide necessary documentation.
Identify opportunities to improve Account payable and receivable processes and participate in system or workflow enhancements.
Meet daily revenue sales and collection targets.

Qualifications:

Bachelor's degree in accounting, Finance, or related field preferred.
3 years of experience in accounts payable, preferably in a manufacturing or industrial environment.
Proficiency in excel is mandatory.
Strong understanding of accounting principles and Account payable and receivable best practices.
Excellent attention to detail, organizational, and time management skills.
Holder of CPA(T) will be an added advantage
Strong communication and interpersonal skills for vendor and internal coordination.
High integrity.
Good attitude and ready to learn new skills.
Ability to prioritize and manage multiple responsibilities.

Why Join Us?

At Hill group, we value teamwork, innovation, and commitment. Joining our team means you will be part of a dynamic work environment where you can grow and develop your skills. If you are detail-oriented, thrive in a fast-paced setting, and are looking to contribute to an organized and successful team, we would love to hear from you!

Interested and qualified Send your CV and application
to: **hill.recruitment@hillgoup.co.tz**

Indicating the Job role above as the subject addressed to Group Head of Human Resource

P.O BOX 253,

BAGAMOYO,

PWANI-TANZANIA

Or WhatsApp your application and documents to: 0658 444 623

The closing date for applications is 5th MAY 2025.

Only shortlisted candidates shall be contacted.

Presentation of forged certificates will automatically
disqualify candidate and may necessitate a legal action.

We don't entertain canvassing.