

# NAFASI Za Kazi Twiga Cement June 2025

## We're Hiring - Assistant Accountant

Minimum Qualifications:

1. Bachelor's degree in accounting or related field.
2. Proficient knowledge of computing tools such as Microsoft Excel, Word, Outlook etc.
3. Strong communication and analytical skills.

Strong understanding of International Accounting Standards and principles.

Your Next Challenge:

1. Verifying vendor's invoices to ensure complied with the company's policy and meet regulatory requirements.
2. Verify invoices against purchase orders and ensure goods or services were received before posting in ERP.
3. Posting of supplier invoices in ERP.
4. Assisting to prepare and payments of VAT, excise duties etc.
5. Timely review, preparing payment plan and processing vendor's payments.
6. Assisting to prepare and posting journal entries for monthly accruals and provisions.
7. Perform supplier's account reconciliations.
8. Prepare various reports and schedules required by management like aging, DPO.
9. Coordinate with other department to resolve vendors issues.
10. Filling and maintaining supplier records.
11. Enforces all Safety, health and environment rules and regulations according to country / company protocol including OSHA Compliance.
12. Ensure compliance with the HC Group Code of Business Conduct, as well as other policies and guidelines.
13. Perform any other duties that may be assigned by Shared Service Centre Manager.

Deadline for application: 18th June 2025.

**BONYEZA HAPA KUTUMA MAOMBI**