

Job Vacancy: Accounts Assistant at the Kerry Group

Location: Dar es Salaam

Company: Kerry Group

the Kerry Group supplies over 18,000 food ingredients and flavour products to customers in more than 140 countries worldwide.

About Kerry

Kerry is the world's leading taste and nutrition company for the food, beverage and pharmaceutical industries. Every day we partner with customers to create healthier, tastier and more sustainable products that are consumed by billions of people across the world. Our vision is to be our customers' most valued partner, creating a world of sustainable nutrition. A career with Kerry offers you an opportunity to shape the future of food while providing you opportunities to explore and grow in a truly global environment.

About The Role

The Accounts Assistant is responsible to ensure queries are managed efficiently, accurate and timeous preparation of statutory accounts and payments are completed within time.

Key Responsibilities

- Assist recording the company's financial transactions
- Assist in the production of monthly Management accounts and associated reconciliations within the specified monthly deadlines
- Ensure accurate maintenance of the company's General Ledgers
- Assist in the maintenance of the fixed assets register and reconcile to General Ledger control account
- Ensure timeous and accurate recording of all invoices
- Match invoices to approved PO or requests
- Process invoices in accounting system
- Assist in the preparation of payment schedules and obtain payment approval
- Follow up with customers for payments
- Raise credit/debit notes on proper approval
- Receive and allocate all customer payments
- Administration of Petty cash
- Timely processing of payments
- Provide general accounts and administrative assistance to the team
- Assist in ensuring full compliance will all Kerry standard processes and procedures
- Assist in ensuring compliance with country legal and regulatory requirements
- Support in preparation of KPI reports for the site
- Support Inventory control – including stock take, stock reconciliation and inventory valuation is aligned to Kerry's Inventory Policy

- Handling communications with clients and vendors via phone, email, and in-person

Qualifications, Skills And Experience

- Bachelor's degree in Finance/Accounting with at least 3 years finance/ accounting experience within a commercial or manufacturing environment
- Knowledge of Quickbooks and any other relevant accounting software is highly advantageous
- Previous experience in submission of Government Statutory, eg Value added tax, Withholding Certificates, City levy and so on
- Proficient in Microsoft Office suite (Advance Excel, Word and PowerPoint)
- A team player and a relationship builder with strong communications skills
- Strong attention to detail is critical
- Comfortable with autonomy and proactive in approach
- Results/solutions driven and able to challenges status quo and drives improvement
- Ability to work under pressure and deadline orientated
- Focus on improvement and standardization of processes
- Comfortable with ambiguity and adapt to dynamic work environment
- Beware of scams online or from individuals claiming to represent us. A Kerry employee will not solicit candidates through a non-Kerry email address or phone number. In addition, Kerry does not currently utilise video chat rooms (e.g., Google Hangouts) to conduct interviews. Refuse any request that asks you to provide payment to participate in the hiring process (e.g., purchasing a "starter kit," investing in training, or something similar). Kerry will not ask you to pay any money at any point in the hiring process with the exception of reimbursable travel expenses. In addition, any payments made by Kerry will be from official firm accounts bearing the Kerry name.

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