



Job Description

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Job Title Officer: Accounts Payable	Job Location Zanzibar City	Category -
Job Type Full Time	Job level Intermediate	Industry Facilities Management
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Facilities Management: 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Officer: Accounts Payable is responsible for processing supplier invoices and managing payments, ensuring accuracy, timeliness, and compliance with financial procedures using enterprise resource planning systems.

Responsibilities

- Receive, verify, and process supplier invoices, ensuring accuracy and completeness of documentation.
- Prepare and process payments to suppliers in accordance with approved terms and schedules.
- Verify invoices against purchase orders and delivery records to ensure correctness before payment.
- Maintain accurate records of payables, invoices, and payment transactions.
- Liaise with procurement and departments to confirm receipt of goods and services before payment.
- Monitor payment due dates and ensure timely processing of payments to avoid delays or penalties.
- Perform reconciliations of accounts payable balances and resolve discrepancies.
- Communicate with suppliers regarding invoice status, payments, and queries.
- Ensure all accounts payable activities comply with financial controls and procedures.
- Maintain proper documentation for invoices, approvals, and payment records.

Education & Qualifications

- Diploma or Bachelor's degree in Finance, Accounting, Economics, or related field.
- ACCA, CPA (Tanzania or equivalent), CIMA, or equivalent is an added advantage.
- Proficiency in both English and Swahili.

Requirements

- 2–4 years' experience in accounts payable, accounting, or finance roles.
- Experience in high-volume transaction environments, procurement-linked finance, or infrastructure organizations is an added

advantage.

Characteristics

- Knowledge of accounts payable processes and invoice verification.
- Ability to perform payment processing and reconciliation.
- Good financial record keeping and reporting skills.
- Experience using ERP systems for accounts payable.
- Attention to detail and accuracy.
- Integrity and confidentiality.
- Good time management skills.
- Strong communication skills.
- Ability to follow financial procedures.
- Ability to coordinate with procurement and finance teams.
- Responsive in handling supplier queries.
- Ability to manage deadlines effectively.

Reporting To

Lead: Accounting & Tax

Driving Licence

Not Required

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