



# Job Advertisement

<b>The Company</b>	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.
<b>The Position</b>	<b>CREDIT CONTROLLER &amp; INVOICE DISPATCH (Fixed Term Contract)</b>
<b>Position Objective</b>	Ensure timely collection of cash from customers as per company communicated targets
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Debt collection and ensuring weekly review of collector's accounts</li><li>▪ Maximum collection based on monthly target</li><li>▪ Monitoring Client Accounts and to ensure that there are no outstanding balances on the specific Client Accounts.</li><li>▪ Timely matching of Client Account</li><li>▪ Ensure that invoices are paid in a timely manner as per credit terms agreed.</li><li>▪ Chase overdue invoices by telephone, email, letters and visits within agreed timescales</li><li>▪ Maintain accurate records of all communications with assigned clients</li><li>▪ Report disputed invoices and ensure proper follow-up is done with operations</li><li>▪ Respond promptly and completely to both client and internal enquiries</li><li>▪ Propose write off irrecoverable debts</li><li>▪ Assist in opening/updating of cash and credit customers' accounts in IRIS</li><li>▪ Ensure debit suppliers amount are transferred whenever it is possible</li><li>▪ Participate to all safety training as required</li><li>▪ Adhere to all HSE requirements of the project</li><li>▪ Any other duties as assigned by Management</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree in Finance Field/ or any other relevant field</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ CPA</li><li>▪ Other professional qualifications</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ At least 2 years relevant experience</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ Ability to work under pressure and meet deadlines</li><li>▪ Effective Communication Skills</li><li>▪ High level of integrity</li></ul>





# Job Advertisement



- Attention to detail
- Excellent MS Office Skills



**Reporting to** Financial Controller



**Job Advertise Date**

**04/03/2022**



**Job Reference No**

**EALS029/OPS/2022**



**Closing Date**

**18/03/2022**



**NOTE:**

*Apply to [careers.tanzania@eals.co.tz](mailto:careers.tanzania@eals.co.tz)  
Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful*

*EALS Limited is an equal opportunity employer.*

