



# 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>DISBURSEMENT CONTROLLER (Fixed Term Contract)</b>
<b>Position Objective</b>	Ensuring tracking of suppliers' invoices and disbursement files are well controlled/analyzed.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Full responsibility and supervision on day to day on tracking suppliers' invoices – tracking approval flow of suppliers' invoices and perform disbursement analysis/controls</li><li>▪ Ensure controls and voucher processing in disbursement section are done timely</li><li>▪ Report timely to supervisor disbursement issues, anomalies or discrepancies related to files and perform disbursement controls involving operations</li><li>▪ Ensure and coordinate monthly disbursement meeting with appropriate reports</li><li>▪ Ensure disbursement reporting and analyses are accurate and meet deadlines</li><li>▪ Ensure proper written work processes/procedures are in place and validated by Finance Controller</li><li>▪ Ensure proper management of disbursement team is in place with clear staff Job Descriptions and KPIs</li><li>▪ Participate to all safety training as required</li><li>▪ Adhere to all HSE requirements of the project</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>▪ Minimum university degree in Finance, Accounting or Business Administration</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ N/A</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ At least 2- 5 years in a similar role</li><li>▪ Experience in C &amp; F is an added advantage</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ Good knowledge of disbursement software</li><li>▪ Working accounting knowledge</li><li>▪ Analytical skills</li><li>▪ Attention to detail</li><li>▪ Excellent computer Skills</li><li>▪ Ability to work independently</li><li>▪ Excellent written and oral skills</li><li>▪ Team Player</li><li>▪ Natural Leader</li></ul>





# Job Advertisement

**Reporting to** Financial Controller

**Job Advertise Date**

**04/03/2022**

**Job Reference No**

**EALS025/FIN/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.*

