

<p>The Company</p>	<p>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.</p>
<p>The Position Position Objective Key Responsibilities</p>	<p>DISBURSEMENT CONTROLLER (Fixed Term Contract)</p> <p>Ensuring tracking of suppliers' invoices and disbursement files are well controlled/analyzed.</p> <ul style="list-style-type: none"> ▪ Full responsibility and supervision on day to day on tracking suppliers' invoices – tracking approval flow of suppliers' invoices and perform disbursement analysis/ controls ▪ Ensure controls and voucher processing in disbursement section are done timely ▪ Report timely to supervisor disbursement issues, anomalies or discrepancies related to files and perform disbursement controls involving operations ▪ Ensure and coordinate monthly disbursement meeting with appropriate reports ▪ Ensure disbursement reporting and analyses are accurate and meet deadlines ▪ Ensure proper written work processes/procedures are in place and validated by Finance Controller ▪ Ensure proper management of disbursement team is in place with clear staff Job Descriptions and KPIs ▪ Participate to all safety training as required ▪ Adhere to all HSE requirements of the project ▪ Any other duties as assigned by Management
<p>Education</p>	<ul style="list-style-type: none"> ▪ Bachelor's degree in Finance Field/ or any other relevant field

Professional Qualification	<ul style="list-style-type: none"> N/A
Experience	<ul style="list-style-type: none"> At least 2- 5 years in a similar role Experience in C & F is an added advantage
Attributes/Skills	<ul style="list-style-type: none"> Good knowledge of disbursement software Working accounting knowledge Analytical skills Attention to detail Excellent computer Skills Ability to work independently Excellent written and oral skills Team Player Natural Leader

Reporting to	Corporate Investment Operations Manager/Financial Controller
---------------------	---

Job Advertise Date	Job Reference No	Closing Date
31/05/2023	EALS025/FIN/2022	14/06/2023

NOTE:	<p>Apply to careers.tanzania@eals.co.tz</p> <p>Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
--------------	--

EALS Limited is proud to be an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.