



Job Title **Account Receivable Assistant**

Closing Date 2026/04/24

Reference Number CCB260415-3

Job Category Finance and Procurement

Company Coca-Cola Kwanza (Tanzania)

Job Type Permanent

Location - Country Tanzania

Location - Province Not Applicable

Location - Town / City Dar es Salaam

Job Description Coca-Cola Beverages Africa (CCBA) presents an exciting opportunity for an Accountant Receivable Assistant to join the Finance team at CCBA. The role will report to the Credit Controller.

CCBA is the 8th largest Coca-Cola authorised bottler in the world by revenue, and the largest on the continent. It accounts for over 40% of all Coca-Cola ready-to-drink beverages sold in Africa by volume. With over 14 000 employees in Africa, CCBA group services more than 800 000 customers with a host of international and local brands. CCBA group operates in 14 countries: South Africa, Kenya, Ethiopia, Uganda, Mozambique, Namibia, Tanzania, Botswana, Zambia, Eswatini, Lesotho, Malawi and the islands of Comoros and Mayotte.

Key Duties & Responsibilities

The Accounts Receivable Assistant is responsible for supporting the finance department by managing incoming payments, tracking outstanding invoices, and ensuring accurate financial records. The role involves maintaining customer accounts, following up on overdue payments and assisting in reconciliation processes.

Key Outputs and Accountabilities include, but not limited to:

- Prepare and issue customer invoices accurately and on time
- Monitor accounts to identify outstanding debts
- Follow up with customers on overdue invoices via calls, emails
- Record and reconcile incoming payments (cash, bank transfers, cheques etc.)
- Maintain up-to-date and accurate customer account records
- Investigate and resolve billing discrepancies or disputes
- Assist in preparing aging reports and other receivables reports
- Support month-end and year-end closing processes
- Collaborate with sales and customer service teams to resolve payment issues
- Ensure compliance with company policies and financial procedures

**Skills, Experience Qualifications and Experience:
& Education****Qualifications:**

- A degree in Accounting, Finance, or related field

Experience:

- 2 years of experience in accounts receivable or a similar accounting role is preferred

Skills:

- Basic knowledge of accounting principles and practices
- Proficiency in Microsoft Excel and accounting software (e.g., SAP, Microsoft Dynamics)
- Strong attention to detail and accuracy
- Good communication and negotiation skills
- Ability to work under pressure and meet deadlines
- High level of integrity and professionalism
- Numerical and analytical skills
- Time management and organization

- Problem-solving abilities
- Customer service orientation
- Teamwork and collaboration

General

The advert has minimum requirements listed. Management reserves the right to use additional or relevant information as criteria for short-listing. Only applications submitted through the e-recruitment portal will be accepted.

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