



Knauf Gypsum Tanzania Limited is proud to be part of the Knauf Group. We have a 10-year heritage in GYPSUM manufacturing and have big plans for the future. Our global reach in 90 countries continues to grow and we are looking for passionate, ambitious people to help us achieve our goals. We are all led by the same core values and believe in the powerful potential of large companies to have a positive impact on the world. **We are now looking for another team mate to join us in HQ Office:**

JOB TITLE: [Payable Accountant](#)

Payable Accountant will be responsible for managing the company's supplier invoices and payments accurately and on time. The role ensures that all payable transactions are properly recorded, reconciled, and compliant with internal controls, company policies, and relevant financial regulations.

What you'll be doing:

- Process supplier invoices, credit notes, and employee expense claims accurately and on time.
- Validate invoices against purchase orders, contracts, goods received notes, tax requirements.
- Verify invoice details, approvals, coding, and supporting documentation.
- Ensure invoices are recorded and coded correctly.

- Prepare and process payment runs in line with payment terms.
- Post payments and reconcile bank clearance accounts on a timely basis.
- Reconcile supplier statements and resolve discrepancies promptly.
- Maintain accurate vendor master data and ensure supporting documentation in line with internal controls.
- Perform monthly supplier reconciliations and follow up on corrective actions.
- Prepare monthly ageing reports for invoices, open purchase orders, and goods receipts, and support cashflow planning.
- Support with month-end activities, including accruals and account reconciliations.
- Ensure compliance with WHT, VAT, and company accounting policies.
- Support internal and external audits by providing required documentation, respond to audit queries.
- Identify and support opportunities to strengthen financial controls, eliminate control weaknesses, and increase automation to reduce manual work within procure to pay circle.
- Ensure Compliance with Company policies, accounting standard and Tax requirement.
- Prepare payment forecasts, monitor variances, and explain significant movements.
- Assist with general office and administrative duties to maintain an efficient department and carry out any other duties as assigned by the immediate supervisor.

What we'd love for you to have:

We are interested in you as a person: your attitude, behaviors and values. As long as you have the willingness to learn anything you need for the role that you don't already have, we'd love to speak

to you. If you have qualification and experience in the following areas is an added advantage:

- Bachelor's degree in accounting, Finance, or a related field.
- Minimum of 3 years of experience as Payable Accountant in Manufacturing industry.
- Good understanding of basic accounting principles and financial controls.
- Proficiency in financial software and MS Excel.
- Experience using ERP or accounting systems such as SAP.
- Good organizational and time management skills.
- Strong attention to detail and accuracy.
- Ability to handle high volumes of transactions and meet deadlines.
- Clear communication and stakeholder management skills.
- Problem-solving mindset with the ability to investigate discrepancies.
- Integrity and ability to handle confidential financial information.
- Team-oriented approach with a customer service mindset.

We'll provide:

- A competitive salary
- A year end-performance benefit
- Health insurance cover

Deadline: 22nd May 2026

[**APPLY HERE**](#)

