



1. JOB TITLE: **BUSINESS CONTROLLER**

Country: Tanzania

City: DAR ES SALAAM

Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Employer company: TotalEnergies Marketing Tanzania Limited

Domain: Finance

Type of contract: Regular position

Experience: Minimum 3 years

Context & Environment

Tanzania is an Anglophone country and has over sixty (50) active Oil Marketing Companies. TEMTL is one of the leading OMC's in Tanzania with two (2) main competitors, namely, Puma and Oryx. It has a cumulative Market Share of about 8%. Currently, the market in is strictly regulated. The local currency is the Tanzanian shillings which shows signs of volatility time to time.

Activities

- **Monthly & Quarterly reports / relationship with Shareholders in Head Office.**
 - Preparation of monthly dashboard report (P&L) and supporting comments.
 - Preparation of Working Capital Requirement report (WCR) with analysis showing Stock level, DSO & Payables.
 - Investment report and reconciliation with SAP.
 - EWURA requirement report with Monthly sales & Imports.

- Preparation of Capex liquidation summary in comparison to BU and its circulation to user department.
- **Day to Day activities**
 - Preparation of daily margin report, analysis and its circulation to the commercial teams and management.
 - Preparation of daily sales report and its circulation to the commercial teams and management.
 - Products prices insertion in SAP as shared by the commercial teams
 - Creation of Vendor and Staff accounts.
 - Control and analyse cost of product to help the management in daily price planning.
 - Control daily sales activities by ensuring that pricing and costing are used correctly.
- **Others**
 - Assisting Budget Manager on preparation of monthly, quarterly and Annual business reviews.
 - Assisting Budget Manager on preparation and review of Budget files & Long-Term Plan files.
 - Analyse results and provide explanations on all elements impacting business results
 - Assist with the update of the executive dashboard

Candidate Profile

- Bachelor's degree in accounting/finance
- Strong analytical skills, Conversant with all processes in SAP (MM, SD, FI) and proficiency in excel
- At least 3 years working experience in a Finance

Additional Information

Application deadline : 26.06.2026

TotalEnergies values diversity, promotes individual growth and offers equal opportunity careers.

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2. JOB TITLE: **ASSISTANT STOCK ACCOUNTANT**

Country: Tanzania

City: DAR ES SALAAM

Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Employer company: TotalEnergies Marketing Tanzania Limited

Domain: Finance

Type of contract: Regular position

Experience: Less than 3 years

Context & Environment

- Attention to detail and accuracy.
- Meeting reporting deadlines.

Activities

- Preparing both fuel and lubricant invoices to SSC for processing.
- Provide support to SSC team on completing different transactions.
- Preparation of daily movement average price (MAP) for product.
- Reconciliation of vendor accounts/ and collecting all GL reconciliation.
- Month end stock taking to establish variances in stocks for reconciliation and processing in SAP after Management approval
- Monthly posting of fixed charges (amortization and fixed expenses)
- Accounting for all local costs associated with the imported products
- Timely capturing of VAT paid on imported lubricants
- Reconciliation of product borrow/loan arrangements with other OMCs
- Manage and review inventory transactions for completeness and accuracy
- Month end stock reconciliation
- Preparation and sending of report for product adjustments posted every month
- Class 3**** GL analysis every month
- Monthly preparation and follow up of Priority Accounting Controls (CCP)
- Attending all fuel and LUBS inventory queries raised by external and TRA auditors
- Follow-up and review of Fuel Reception Losses and MI Losses for processing in SAP after Management approval

Candidate Profile

- Bachelor Degree or Equivalent in Finance/Accounting
- Computer Application Literacy
- 2-3 Years of working in Finance department

Additional Information

Application deadline : 26.06.2026

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3. JOB TITLE: **ASSISTANT RECEIVABLE ACCOUNTANT**

Country: Tanzania

City: DAR ES SALAAM

Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Employer company: TotalEnergies Marketing Tanzania Limited

Domain: Finance

Type of contract: Regular position

Experience: Less than 3 years

Context & Environment

- Attention to details and accuracy.
- Meeting reporting deadlines

Activities

- Weekly and monthly reporting on receivables to enable management to take appropriate decisions for corrective action.

- Special reporting on and monitoring of sensitive individual customers as may be defined from time to time by the credit control manager.
- Monitoring overall receivables situation of the company and highlighting problem areas to credit control manager
- Assisting credit control manager in deciding on the best course of action to be taken in the management of credit customers
- Routine work - matching accounts and reconciliation. General Trade, Product in Transit, Solar, Lubes, cards & Aviation Customers for both GTL and TEMTL accounts.
- Special Attention to business channels assigned and make sure there are matched every other day (Monday, Wednesday, and Friday), ensure no old items and those over/underpayments due to Price are resolved in time and follow up overdue invoices.
- File all the CTF Forms and all other important documents such as debit notes/credit notes and its' respective memo and other documents relating to credit control activities and keeping them in CCM Office or saved in shared drive
- Prepare Account statements for the customer's channel assigned for the purpose of seeking balance confirmation (this exercise should be done quarterly a year.
- Raising Tax invoices for hospitality, Solar and Shop Food and Services (SFS) -SD posting
- Issuing system CN & DN based on the approved memo with sufficient details within two working days.
- In relation to FI (Financial Accounting) posting, raising JV, debit notes and credit notes through SSC ticketing tool based on approved memo and ensure postings have been correctly done, printed, and sent to the customer on a timely manner.
- Tracking waivers and payment promises made by customers and aligning these payments with the payment terms given by the customers.
- Follow up commercial team to ensure renewal of bank guarantee in relation to the assigned business channels.
- Assisting credit control manager activities whenever needed and any other activities assigned by Management.

Candidate Profile

- Bachelor's degree in accounting/ finance
- 2 years of accounting experience
- Knowledge of accounting software packages such as SAP
- Proficiency with MS tools: Excel, Word
- Excellent interpersonal and communication skills, both verbal and written.

Additional Information

Application deadline : 26.06.2026

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