



1. JOB TITLE: **INVENTORY & STOCK ANALYST**

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
- CPA/ACCA is a must
- 3+ Years of working in Finance department
- Knowledge of accounting software packages such as SAP
- Proficiency with MS tools: Excel, Word, Powe Point & Powe BI
- Excellent interpersonal and communication skills, both verbal and written.

Additional Information

Application deadline : 09.08.2029

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2. JOB TITLE: ACCOUNTING & CREDIT ANALYST

Context & Environment

- Attention to details and accuracy.
- Meeting reporting deadlines

Activities

- Prepare and issue customer debit notes and credit notes based on approved business requests.
- Review customer account balances and investigate outstanding items.

- Monitoring overall receivables situation of the company and highlighting problem areas to credit control manager
- Support monthly, quarterly, and annual closing activities.
- 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.
- 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 in the below link:
- 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
- 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.

Candidate Profile

- Bachelor's degree in accounting/ finance
- CPA/ACCA is a must
- 3+ years of accounting experience
- Knowledge of accounting software packages such as SAP
- Proficiency with MS tools: Excel, Word, Powe Point & Powe BI

- Excellent interpersonal and communication skills, both verbal and written.

Additional Information

Application deadline: 09.08.2026

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