Job Title	**Account Payable Administrator**
Closing Date	2026/09/04
Reference Number	CCB260827-9
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 Account Payable Administrator, to join the Finance team at CCBA. The role will report to the Team Leader Account Payable 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	**Key Purpose**

To efficiently and accurately manage the company’s accounts payable process by ensuring timely processing, verification, recording and settlement of supplier invoices and payments, while maintaining compliance with company policies, financial controls and statutory requirements.

Key Outputs and Accountabilities include, but not limited to:

- General Administration Requirements: Efficiently handle routine administrative tasks and maintain organized records.
- Prepare Creditors Recons: Accurately prepare and review creditor reconciliations to ensure all transactions are accounted for.
- Complete Monthly Creditors Age and GRIR Recon Files: Compile and reconcile monthly aging reports and GRIR files to maintain up-to-date records.
- Blocked Invoices Management: Investigate and resolve issues related to blocked invoices to ensure timely processing.
- Audit Support and Input: Provide necessary documentation and support for internal and external audits.
- PO vs Invoice Date Verification: Ensure purchase orders and invoice dates match to maintain accurate records.
- GRIR Clearing: Manage and clear Goods Receipt/Invoice Receipt (GRIR) discrepancies to maintain accurate financial records.
- ZMIR 6 Clearing and Query Resolution: Address and resolve ZMIR 6 discrepancies and related queries to ensure compliance and accuracy.
- Supplier Queries: Address and resolve supplier queries promptly to maintain good relations and ensure smooth operations.
- Vendor Liaisons: Communicate effectively with vendors to address issues and ensure timely processing of payments.
- Liaisons with Genpact, Iron Mountain, and Procurement Support: Coordinate with these external parties to resolve issues and support procurement processes.

Skills, Experience & Education

<u>Qualifications and Experience:</u>

Qualifications:

- Bachelor’s degree in Accounting, Finance, Commerce, or a related field.
- Professional accounting qualification such as CPA (T), ACCA, or equivalent is an added advantage.
- Strong working knowledge of accounting principles, accounts payable processes and financial controls.
- Proficiency in Microsoft Office, particularly Excel and familiarity with ERP/accounting systems is required.

Experience:

- 2–3 years of relevant experience in Accounts Payable, Accounts Receivable, Finance, Accounting, or a related finance function, preferably within a large, fast-paced FMCG or multinational environment.
- Proven experience in invoice processing, supplier account reconciliation, payment processing and maintaining accurate financial records.
- Experience working with ERP/accounting systems and managing high volumes of financial transactions.
- Demonstrated understanding of financial controls, compliance requirements and audit processes.
- Experience engaging with suppliers and internal stakeholders to resolve invoice discrepancies and payment-related queries.
- Experience working in an environment with strong governance, controls and segregation of duties would be an added advantage.

Skills:

- Strong numerical and analytical skills, with high attention to detail and accuracy.
- Good understanding of Accounts Payable processes, accounting principles and financial controls.
- Proficiency in Microsoft Excel and MS Office Suite; experience with ERP systems is an advantage.
- Strong planning, organization and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Good problem-solving and reconciliation skills, particularly in resolving invoice and supplier discrepancies.
- Strong communication and stakeholder-management skills, with the ability to work effectively with suppliers and internal teams.
- High level of integrity, confidentiality and accountability when handling financial information.
- Ability to work effectively in a fast-paced, performance-driven FMCG environment.
- Demonstrates a continuous improvement mindset and commitment to operational excellence.

General

Closing date: 04th September 2026

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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