



JOB TITLE: Procure to Pay Officer

Job Overview

Business Segment: Group Functions

Company: Stanbic Bank Tanzania

Location: TZ, Dar es Salam, Dar es Salaam, Kinondoni Road

Job Type: Full-time

Job Ref ID: 80409312A-0002

Date Posted: 04/08/2026

Job Description

This role is responsible for Procure to Pay function, driving cost discipline, financial control, and operational efficiency in Accounts Payable. It combines cost management with hands-on oversight of payables, and financial reporting, ensuring strong governance, accuracy, and stakeholder accountability.

Qualifications

Type of Qualification: Bachelors degree

Field of Study: Business Administration, Accounting, Finance or a related field

Experience Required:

- At least one year experience in procurement or Procure to Pay

Knowledge Required:

- Coupa and SAP knowledge would be an added advantage.
- Sound knowledge of operations administration processes and the impact on the business in general.
- Basic knowledge of bank products, services and delivery channels applicable to the market/s served.
- Knowledge of service standards.
- Knowledge of risk management, controls and reporting as related to the job.

Additional Information

Behavioural Competencies:

- Adopting Practical Approaches
- Articulating Information
- Checking Things
- Examining Information
- Following Procedures
- Interacting with People
- Interpreting Data
- Meeting Timescales
- Producing Output
- Taking Action
- Team Working
- Upholding Standards

Technical Competencies:

- Good verbal communication skills
- Integrity and honesty
- Ability to convey factual information clearly
- Diplomatic and tolerant in relaying and receiving information
- Ability to put others at ease and create a good impression
- Ability to maintain relationships even when communicating disagreeable information to vendors
- Customer service-orientated, enjoys assisting others
- Methodical, detail-conscious and persevering in problem resolution

- Results-orientated and committed to meeting turn-around times/deadlines
- Assertive, able to handle conflict and put forward an idea or view despite opposition
- Ability to remain calm under pressure and not take criticism personally
- Team player, approachable, able to retain optimism despite setbacks

APPLY HERE