



## 1. Planning Clerk - 1 Position

Full Time      Posted on 2024-03-16

### **Job Purpose**

The successful candidate will ensure that all operations in assigned area are carried out as per the ISO 9001:2000 Quality Management System to achieve the quality standards.

### **Specific Duties and Responsibilities**

- Performs all tasks according to Kilombero Sugar's Quality, Safety, Health and Environment policies and procedures.
- Take reasonable care for the health and safety of self and other persons who may be affected by what you do or do not do.
- Co-operate with the management team to enable them to perform their duties under the Occupational Health and Safety Act.
- Record and capture incoming work order requisitions and opening job cards.
- Closes wage returns for Estate Maintenance staff through Cane-pro.
- Capture Stores Requisition and submit to manager for approval as assigned.
- Prepare Productivity reports through Maximo system.
- Keep proper records for incoming and issued Civil materials.

### **Job Qualification and Experience**

- Certificate or Diploma of Records and Management or equivalent
- Computer certificate would be an added advantage.
- Minimum of one (1) year working experiences in planning, stores or equivalent
- Proven track record of the ability to work well in a team and Ability to capture cane - pro report.
- Proficient with MS Excel, Word, and PowerPoint

- Ability to plan and organize work and resources.
- Good communication skills

**Terms Of Service:** The successful candidate will be engaged on a Permanent Contract.

All interested candidates, who meet the above requirements should apply for the position on or before **7th April 2024**.

**Kilombero Sugar Company Limited is an equal opportunity employer. Women and people with disability are highly encouraged to apply.**

To Apply, [\*\*CLICK HERE\*\*](#)

## **2. Record To Report (RTR) Manager - 1 Position**

Full Time      Posted on 2024-03-22

### **Job Purpose**

The successful candidate will be responsible for the month end procedures of providing accurate, reliable, and complete historic financial information to all stakeholders timeously.

### **Specific Duties and Responsibilities**

- Prepare the month-end timetable that is in line with Illovo group timelines.
- Ensure that month-end timetable is adhere to by all internal stakeholders.
- Ensure that Group Record to report policies, processes and procedures are properly implemented and adhered to
- Responsible for the month-end General Ledger closure for Kilombero and IDTL
- To review and approve relevant journal entries.
- Review post-dated journals report.
- Responsible for the management of intercompany process for Kilombero and IDTL
- Review sub-ledger reconciliations prepared by financial analysts.
- Review balance sheet analysis for Kilombero and IDTL
- Timeous and accurate response to all matters raised regarding General Ledger close.
- Review the Final trial balance for Kilombero and IDTL
- Review COAP with balance sheet variance notes for Kilombero and IDTL

- Ensure full compliance with the Companies Act and relevant IFRS's.
- Provide technical accounting advice to the finance teams as necessary.
- Manage the co-ordination and completion of the Kilombero and IDTL Interim and year-end audits (including all group reporting requirements).
- Review of year end reporting packs
- Prepare annual financial statements for Kilombero and IDTL
- Respond to external audit inquiries timeously.
- Co-ordinate and manage the half year and year end stock counts.
- Co-ordinate and manage the asset verification.
- Review capitalization (additions), disposals and depreciation of fixed assets
- Reviewing and implementing appropriate internal financial controls and ensuring audit findings are timeously addressed.
- Manage the co-ordination and completion of the Kilombero and IDTL internal audits (including all group reporting requirements).
- Ensure that internal controls per FCFQ are in place and effective.
- Manage the interim and final external audit FCFQ reporting process, ensuring that the entities score the relevant IA findings, and that scoring is fair and appropriate.
- Review consolidated view of the entity FCFQ
- Management of financial systems
- Responsible for integrity, accuracy, and completeness of financial database
- Review new ACK's report monthly.
- Review access granted and revoked report monthly.
- Assists and manages with implementation of any systems upgrade.
- Assists and manages with on-going system projects.
- Drive financial reporting improvement initiatives across all operational sites by coordinating development focused workshops and interventions.
- Drive internal control improvement initiatives across all operational sites by coordinating development focused workshops and interventions.
- To drive month end performance discussion meetings to identify opportunities for improvement and prevent reoccurrences of inefficient processes.

### **Job Qualification and Experience**

- Bachelor's degree of Accountancy, Business Administration, Commerce or equivalent
- Must be certified by CIMA / ACCA / CPA (T) or equivalent

- Not less than 5 years relevant working experience

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