



Cane Payment Administrator (2 Position)

Morogoro, Kilombero, Tanzania, United Republic of

Part Time

Experienced

Job Purpose

The Cane Payment Administrator is responsible to provide various admin and accounting related to cane payment process.

Specific Duties and Responsibilities

- Ensure that grower debt to KSC is captured properly for recovering promptly in terms of fertiliser sales, advances to growers, etc.
- Proper capturing of all the necessary grower banking details for verification and release
- Attend to grower queries regarding payments, where required.
- Liaise with Factory team involved on cane lab in reconciling and payment run process required in cane lab system eg weekly reconciliation etc.
- Liaise with internal stakeholders with respect to grower or payment related matters.
- Liaise with stakeholders with respect to programme enhancements.
- Ensure stakeholders understand and comply with policy and procedure requirements.
- Manage and maintain customer master data and contracts in SAP.
- Print and distribute remittance advice for all payments to growers.
- Check debit balances each month and resolve to clear as many as possible.
- Analyse all outstanding claims monthly and investigate reason for delays in finalizing of claims.
- Prepare Payments, Instructions, Deductions and Sessions and submit to Cane payment specialist for review.

- Ensures cane grower are paid accurately and on time.
- Reconciles the cane payment interface summary report to the General Ledger journal.
- Makes active instructions inactive for resigned growers prior to the archiving process.
- Investigate and submit for clearance of new debit balances where possible.
- Assist the cane payment specialist to provide accurate and meaningful information to internal and external auditors.
- Provide technical support to the Cane payments systems.

Knowledge, Skills and Competencies Required

- Strong, conceptual, and problem-solving skills.
- Detailed process and analytical ability
- Strong verbal / analytical reasoning ability
- Compliance, Governance, Ethics and Value aligned to Kilombero values.
- Customer Service orientated.
- Ability to work in pressured and deadline-driven operating environment.
- Ability to self-manage workload and work independently.
- Detail-orientated with the technical aptitude and ability to perform tasks accurately and comprehensively.
- Results driven and a passion for excellence.
- Ability to establish and maintain effective relationships with external customers, management, and all levels of associates.

Job Qualification and Experience

- Bachelor's in finance/accounting or equivalent qualification
- Not less than 1 year working experience in Finance environment.
- Good computer literacy skills especially MS. Excel
- At least pass mark of C in Basic Mathematics.

Terms Of Service: The successful candidate will be engaged on a Fixed Term Contract.

All interested candidates, who meet the above requirements should apply for the position on or before **20th August 2024**.

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

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

www.ajiranasi.com