



## **Financial Controller - 1 Post**

### **Background**

Natural Extracts Industries Ltd (NEI) is pioneering the sustainable, natural flavour manufacturing industry in Tanzania and Uganda for global export, starting with vanilla, cocoa, and other flavour extracts. The company works in all areas from cultivation to post-harvest processing, value-add manufacturing and international sales and marketing. The smallholder outgrower network currently integrates over 10,000 vanilla farmers from Kilimanjaro, Arusha, Tanga, Morogoro, Iringa, Mbeya, Kagera, & Uganda. Through this sourcing model, NEI aims to deliver a long-term socioeconomic impact by doubling annual income per smallholder household.

### **Job Responsibilities**

1. ERP Master/Champion through identifying functions that can be done on ERPNext.
2. Inventory management (i.e., COGs/BOMs, margin reports, cost of sales, inventory control).
3. Reviewing compliance officer's work (i.e., tax and regulatory compliance-related issues like regulatory returns, payments, reconciliations, audits, health checks, tax clearance requests, certificate renewals, etc).
4. Investor and donor report management.
5. Budget variance reports management for NEI Group.
6. Payroll processing/management including all related statutory filings and payments- e.g. WCF annual filings and annual reports, PAYE, SDL, loan board, NSSF, etc.
7. Management of all payments for the NEI Group, including branches, subsidiaries and parents (both domestic and foreign), ensuring that:
  - Both cash and bank are properly managed in accordance with company policies.
  - Review of payments (in ERP and physically) are done per company policies.
  - All payments are timely done, posted, and as per budget.
  - All retirements are done per company policies.
  - All documents are filed physically and uploaded in ERP timely.
  - Bank reconciliations are done timely.
  - Cash flow forecast is done at least weekly.
8. Accruals and prepayment management.
9. Asset management, including the fixed asset registry.
10. Intercompany transactions management, in compliance with transfer pricing policies.

### **Desired skills**

- Education: Bachelor's degree or equivalent in Accounting.
- Years of Experience: At least 6+ years of experience in a related field.

### **Required Knowledge, Skills, Abilities**

- Strong organisational and interpersonal skills, able to relate to multiple foreign cultures, and manage people effectively in difficult circumstances.
- Must have experience in managing accounts and related financial data on ERP.
- Experience in manufacturing accounting and in production companies will be a key advantage.
- Other accounting experience should include one or more of: payroll, internal controls, payments, and tax compliance.

# natural extracts industries ltd

Registered Office: Farm No. 440, Longuo A, Moshi Rural, Kilimanjaro, Tanzania

Postal Address: P.O. Box 7628, Moshi

Tel: +255 756 579 333

Email: info@nei-ltd.com



- 
- Experience in a leadership role will be an added advantage.
  - Ability to communicate clearly and effectively, both oral and written, in English and ideally in Swahili.
  - Ability to work independently (to prioritise, multi-task, and resolve problems), with limited supervision, and to deliver tasks accurately and on time.
  - Must be highly skilled in computer productivity packages such as Microsoft Office and Google G Suite (e.g., Gmail, Google Drive, Google Docs, Google Sheets) and ERP systems.
  - Ability to uphold confidentiality of sensitive information.
  - A passion for the food industry and social impact.

## Expression of Interest & Application

To submit your application, [CLICK HERE TO APPLY](#). The deadline for Interested candidates should be 31<sup>st</sup> October 2024.

**\*\*\* NOTICE \*\*\***

***Natural Extracts Industries Ltd does not demand payment in any form for any job placement.***