



# Job Description

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<b>Job Title</b> BU Logistics Lead	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> FMCG, Retail & Wholesale
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> FMCG, Retail & Wholesale: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

To guarantee Logistics financial excellence, implement stringent controls, foster accountability. Ensure the reliability of cost accounting key figures and/or P/L reporting for the Logistics Function. Additionally, prioritize operational discipline, enhance visibility and predictability for price and performance in advance of month-end closing.

## Responsibilities

### Primary responsibilities:

#### Cost Leadership

- Responsible for actual costs in DC's
- Ensure all DC costs are complete and accurate.
- Manage Balance Sheet entries
- Ensuring the accuracy and reliability of the results including transfer price, VIC/VLC, ZBB and asset booking.
- Ensure first time right postings, Avoid accounting errors and postings of manual journals.
- Assume responsibility for managing DC inventory and capital expenditure (CAPEX). This involves ensuring compliance with booking

procedures, onsite management, and reviewing internal process compliance. The primary goal is to ensure that asset bookings conform to PRC and IFRS standards, asset management processes align with internal control policies, and relevant processes operate as efficiently as possible.

#### Controls and Compliance

- Serve as the first line of defense and oversee the execution of controls as defined by Internal Control.
- Ensuring that DC assigned controls accurately reflect the reality of the processes. This includes reviewing the PR-GR cycle and returnable package management.

#### Cost Management:

- Analyze costs, Benchmark of DC costs and make sure posted accurately
- Reasonability/accuracy of accruals
- Reconciliation of utility costs (water, electricity, effluent) between internal and municipal readings & ensure accuracy of the accrual
- GRN Compliance (Open PO Management, UOM receipting accuracy)
- Review and understanding of the reallocation journals. Root cause analysis and process improvement to reduce number of

journals.

- Approve journals and ensure DAG compliance
- Driver (Own and OD) Recon's
- POD Recons and Claims – Ensuring that its accurately accounted for (Invoicing completeness, sundry debtor aging)
- Returnable packaging – Accurate Accounting + Controls
- MBFU recharge reconciliation (Missing, broken, foreign, unwashable glass)

#### **Inventory Management:**

- Ensure Inventory management compliance of FG's, RM and Empties
- Inventory Recons for fuel to be checked and signed off monthly ensure correct posting of costs
- Stock count controls (Quarterly stock count review, reconciliation and ensure that differences are posted) Monthly Stock Pack Review Stock movements analysis and investigate anomalies
- Ensure Inventory Controls are adhered to in all DC's Conduct CSA audits and support in training DC's on inventory controls.
- Adhoc stock counts at high risk sites based on DC risk score card, Stock Count Variances and Stock Pack Reviews
- Reports to DC's and DM's on obsolete stock to reduce the risks of write offs
- Daily Control Check non adherence to be highlighted and flagged and supported to be closed

#### **Capex Management:**

- Ensuring capitalization is captured correctly
- Validation of Capitalization in DC's
- Physical verification of assets – support DC Managers with process
- Impairments (identify, and request bookings)
- ZBB and VLC and SCO policy compliance

#### **Logistics Control Support**

- Ensure Stock Count SOP's are understood and training is given to all stakeholders
- Best Practice to be shared
- DPO vs compliance and making sure DPO requirements are really understood

#### **Financial Planning & Analysis:**

- Support the Financial Planning and PPM teams on the forecast by providing inputs for LE & 1 year plan

#### **Education & Qualifications**

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- Bachelor or Master in Business, Accounting, Economics, Mathematics, Engineering or CA
- 2 to 3 + years, in industry context
- Knowledge of SAP/Syspro, Business Warehouse, Anaplan is a plus
- Previous controlling experience ( preferably site manufacturing )
- Working knowledge of Accounting
- Strong leadership skills
- Good communicator and the ability to work with financial and non-financial collaborators
- Good analytical skills
- Ability to synthesize complex issues into actionable activities
- Capacity to anticipate future trends and developments

#### **Driving Licence**

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Not Required

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