African Barrick Gold (ABG) is a new company whose equity is traded on the London Stock Exchange.

ABG is Tanzania's largest gold producer with four gold mining operations and ABG is the fifth largest gold producer in Africa.

ABG has numerous advanced exploration and development projects, and large land positions on the most prolific and prospective mineral trends in Africa.

Accounts Payable Officer

Bulyanhulu mine is looking to employ an experienced **Accounts payable officer** to provide leadership, direction and technical expertise to the mining operations personnel to ensure optimum safe production at minimum cost within the statutory and corporate framework.

KEY RESULT AREAS/ESSENTIAL FUNCTIONS

- Invoice processing:
  - Controlling invoice flow from suppliers and supply team.
  - Advice and obtain necessary approval from end users on invoices for services and direct purchases.
  - Perform matching process of invoices against order into the system.
  - Liaise on regular basis with regional AP office on issues such as invoices and approval status from site level.

- Responding to queries from Suppliers and end-users in relation to
  - Settlement to suppliers i.e. understand of payment status and schedule to pay run.
  - Resolution against mismatching between purchase order, delivery dockets and invoices.

- VAT Relief Process(only if applicable):
  - Receives and verifying pro forma invoices from Suppliers.
  - Update VAT relief application Register.
  - Complete required application for VAT relief forms.
  - Dispatch application forms and liaise with Tanzania Revenue Authority (TRA) in obtaining the VAT Relief certificate.
  - Dispatch relief certificates to suppliers and chasing for tax invoices for payment process.

- Coordinate bullion and concentrate documentations within timeframe.

- Others:
  - Keep track on outstanding requisitions for action in flow centric.
  - Assist finance management team in initiating requisitions process for Service Orders, Direct purchase or blanket purchase orders.
  - Assist in accrual process as part of end of month process

PROFESSIONAL AND INTERPERSONAL SKILLS/ATTRIBUTES

- Knowledge, Training & Experience required e.g. qualification or experience:
  - A diploma or undergraduate degree in accounting and at least 3 years experience in accounts payable or significant experience in a similar role in a comparative organization.

- Practical /Specialist skills e.g. software Distribution, etc.
  - Full working knowledge of general office procedures, applicable legislation, regulations and policies/procedures.
  - MS Office i.e. word processing, excel spreadsheet and fundamental knowledge of pronto is an added advantage.

- Other Skills and Competencies:
  - Able to handle day to day routine workload that requires limited judgment.
  - Able to effectively communicate with team and clients.
  - Interpersonal skills.
  - Demonstrable ability to work effectively in a team environment.
  - Punctuality and willingness to lean.

The position will attract a competitive salary package, which will include excellent benefits.

Applicants are invited to submit their Resume's (indicating the position title in the subject) via e-mail to:
bulyrecruitment@africanbarrickgold.com, or by hand delivery at Bulyanhulu HR Offices

African Barrick Gold has a strong commitment to environmental, health and safety management.

African Barrick Gold offers equal employment opportunities to qualified men and women.

If you are not contacted by African Barrick Gold within thirty (30) days after the closing date, you should consider your application as unsuccessful. Short listed candidates may be subjected to any of the following: security clearance; competency assessment; physical capability assessment, reference checking.
Please forward applications before or on the 23rd November, 2013.