

## We're looking for qualified and passionate Assistant - Accounts Payable

**Want to work for one of the largest charities of its kind in Africa?** Are you a finance professional with strong experience in accounts payable, cash handling, and reconciliations? Are you proactive, organized, and ready to support smooth day-to-day financial operations across multiple campuses? Do you thrive in a dynamic environment where your skills can make a real difference? If this sounds like you... Keep reading!

### Position Title and Work station:

- **Assistant - Accounts Payable**
- The School of St Jude, Sisia Campus, Moshono, Arusha, Tanzania
- (1 Vacancy, Bachelor's Degree required)

### About us

The School of St Jude is a pioneering leader in charitable education within Africa. Every year we give 1,800 students with free, quality education, 100's of graduates with access to higher education and provide more than 20,000 government school students with quality teachers. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

### Who you are?

- A highly organized and detail-oriented individual with a passion for financial accuracy and process improvement.
- A proactive team player who thrives in a dynamic and fast-paced environment.
- A reliable and trustworthy professional who upholds the highest standards of transparency, integrity, and responsibility in all financial dealings.
- Someone who dreams of ensuring smooth, timely, and accurate financial operations to support the mission and impact of The School of St Jude.

### What you'll do

- Handle cash transactions and ensuring accurate payment processing, proper record keeping, and secure cash management.
- Assisting with:
- Data entry and posting of daily bank vouchers.
- Filing and reconciliation of supplier ledgers.
- Maintaining cash payment registers and supporting supplier documentation.
- Posting monthly supplier invoices.
- Reconcile daily cash ledgers and resolve any discrepancies promptly.
- Follow up on overdue payments, unresolved queries, and internal communications as directed.
- Provide excellent customer service to internal and external stakeholders, maintaining a professional and approachable demeanour.
- Collaborate with the AP team to support cash flow and vendor management.
- Be accountable for any school assets and working tools assigned to you.
- Take part in monthly departmental procedure reviews and suggest process improvements.

### What we're looking for

- A **Bachelor's Degree in Accounting, Finance, or related field.**
- At **least 2 years** of experience in accounts payable, cashiering, or financial administration.
- Strong knowledge of accounting principles and hands-on experience using accounting systems.
- High accuracy and efficiency in data entry, reconciliation, and document management.
- Excellent communication and interpersonal skills, with the ability to liaise with vendors and internal teams professionally.
- Strong time management skills and a proactive approach to meeting deadlines and targets.

### Why us

- The opportunity to use your talents and expertise to fight poverty through education and make a positive impact in Tanzania.
- Join a flexible and supportive community of international and local employees.
- Ample opportunities for career progression and development.
- Mid-morning tea and lunch (during working days).

### Are you interested?

Send your cover letter and an up-to-date Curriculum Vitae to [recruitment@schoolofstjude.co.tz](mailto:recruitment@schoolofstjude.co.tz) (subject line **MUST** include the reference number: **TSOSJ/HR/HO/FN/08/25**)

Applications close on **08<sup>th</sup> August 2025**, only shortlisted candidates will be contacted.

### DISCLAIMER:

**PLEASE BE AWARE OF FRAUDULENT ACTIVITIES IN JOB ADVERTISEMENTS AND RECRUITMENT PROCESS. THE SCHOOL OF ST JUDE DOES NOT REQUEST PAYMENT AT ANY STAGE OF THE RECRUITMENT PROCESS INCLUDING THE OFFER STAGE. ANY PAYMENT REQUESTS SHOULD BE REFUSED AND REPORTED TO LOCAL LAW ENFORCEMENT AUTHORITIES FOR APPROPRIATE ACTION.**

