

Job Title: Accounts Officer

This role is responsible for managing the procurement and purchasing activities of the organization to ensure that goods and services are acquired efficiently, cost-effectively, and in accordance with company policies and procedures. The role includes sourcing and evaluating suppliers, obtaining and comparing quotations, negotiating prices and contract terms, issuing purchase orders, and monitoring deliveries to ensure quality and timely supply. The Procurement Officer also maintains supplier relationships, monitors supplier performance, and coordinates with internal departments to support operational requirements and procurement planning.

The Procurement Officer is also responsible for the administration of petty cash, including processing petty cash disbursements and reimbursements, maintaining accurate records and supporting documentation, safeguarding petty cash funds, conducting periodic reconciliations, and preparing petty cash reports. The role ensures that all petty cash transactions are properly authorized and comply with the organization's financial controls and accounting procedures.

Job Description

- Source, evaluate and manage suppliers and vendors
- Obtain and compare quotations to achieve value for money.
- Negotiate pricing, terms, and contracts with suppliers
- Prepare and issue purchase orders and procurement documentation
- Monitor deliveries and resolve procurement-related issues.
- Maintain procurement records and supplier databases.
- Ensure compliance with procurement policies and procedures
- Monitor supplier performance and support cost-saving initiatives
- Coordinate procurement activities with internal departments
- Manage petty cash disbursements, reimbursements and reconciliations
- Maintain accurate petty cash records and supporting documents.
- Safeguard petty cash funds and ensure compliance with financial controls.
- Prepare periodic petty cash reports for management review.

Department : Finance Department

Reports To: Finance Manager

Employment Type: Full-Time

Competencies

Communication Skills

Problem Solving

Time Management

Organisation Skills

Multitasking

Writing Skills

Skills

- Procurement and Purchasing
- Supplier and Vendor Management
- Negotiation and Contract Management
- Cost Analysis and Budget Control
- Purchase Order Administration
- Petty Cash Management and Reconciliation
- Financial Record Keeping
- Procurement Systems
- Attention to Detail and Accuracy
- Report Preparation

Education

Bachelor's Degree in Procurement, Supply Chain Management, Business Administration, Finance, Accounting, or a related field

Minimum three (03) years of relevant working experience in procurement, purchasing, supply chain.

Experience managing petty cash, maintaining financial records, and performing reconciliations is preferred.

Strong understanding of procurement processes, vendor management, and cost control practices

Experience working with multiple departments and coordinating with suppliers to meet operational requirements.

Closing Date

12 August 2026