

ACCOUNTS PAYABLE OFFICER.

Location: Dar es salaam, Tanzania.

Employment Type: Fixed Term of 24 Months.

Perseus Mining (Tanzania) Limited (SMLC) is seeking an Accounts Payable Officer.

The Accounts Payable and Administration Officer will support the Accounts Payable function by ensuring timely and accurate processing of supplier invoices, vendor payments, reconciliations, accruals, and supplier records in compliance with company policies, financial standards, and statutory requirements. The role will also provide administrative support to the Dar es Salaam office and assist in maintaining effective internal controls and audit readiness

Key Responsibilities:

- Process supplier invoices, maintain vendor records, and ensure timely and accurate payments through company financial systems.
- Perform supplier reconciliations, manage accounts payable ageing, monitor accruals, and maintain accurate financial records and supporting documentation.
- Maintain supplier master data, ensure compliance with tax and statutory requirements, and support procure-to-pay processes.
- Assist with office administration activities, including logistics coordination, document management, filing, office supplies, and visitor support.
- Support internal controls by ensuring compliance with company policies, procedures, and applicable regulations while identifying opportunities for process improvement.
- Assist with internal, external, and regulatory audits by providing required documentation and support.
- Perform any other duties as may be required for the effective execution of the role.

Skills, Knowledge and Attributes:

- Strong knowledge of Accounts Payable processes and financial controls.
- Good understanding of accounting principles, financial reporting, and statutory compliance requirements.
- Proficiency in computerized accounting and ERP systems.
- Strong attention to detail and commitment to accuracy.
- Ability to work independently, manage competing priorities, and meet deadlines.
- High level of integrity, professionalism, and confidentiality.
- Strong communication, organizational, and problem-solving skills.

Qualification/Experience

- Bachelor's Degree in Commerce, Accounting, Finance, or a related field.
- Minimum of three (3) years' experience in Accounts Payable or a similar finance role.
- Experience working with ERP and financial management systems will be an added advantage.

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Where You'll Be Working

Nyanzaga Gold Project is Perseus's first planned operation in Tanzania, located in the Lake Victoria Goldfields. A Final Investment Decision was made in April 2025, with first gold production targeted for early 2027.

The project places strong emphasis on sustainability and local development, with programs dedicated to employment, skills training, infrastructure, and long-term social outcomes. Once operational, Nyanzaga is expected to become a key contributor to Perseus's future growth and a flagship project in East Africa

About Us

Perseus Mining Limited is an ASX and TSX listed gold producer, developer, and explorer focused on the African continent.

With a strong pipeline of projects including our flagship Nyanzaga development in Tanzania and an expanding presence in the region, we currently operate three gold mines: Edikan in Ghana, and Sissingué and Yaouré in Côte d'Ivoire.

Driven by a clear growth strategy to maintain annual gold production exceeding 500,000 ounces, Perseus is focused on operational excellence and long-term value creation.

We are dedicated to developing skills, offering rewarding careers, and providing the opportunity to make a real impact within a progressive and growing organisation spanning multiple African nations.

How to Apply

Applications will only be received by email to perseus@globeconnect24-7.com with the advertised job title **Accounts Payable Officer** as the subject line of the email.

Applications close on 06th September, 2026. Perseus Mining reserves the right to remove advertised roles prior to this date. Only shortlisted applicants will be contacted.

To align with Perseus Mining's commitment to safety, the successful candidate will be required to undergo pre-employment checks, including a medical screening.

Perseus Mining is an equal opportunity employer that supports and cultivates a diverse workforce. We value our employees and empower them to enhance their skills and advance their careers

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