

## **Job Profile**

### **Accountant**

1. **JOB TITLE:** Accountant

2. **DEPARTMENT:** Finance

3. **REPORTS TO:** Finance Manager

#### **4. PURPOSE OF THE JOB**

- This position exists to produce financial reports and develop strategies based on financial and fiscal research. This includes leading and coordinating business planning, accounting and budgeting efforts of the company.

#### **5. JOB SUMMARY**

- Coordinate and execute financial transactions and activities, such as bill payment, Payroll, etc. Assist in the audit by providing information and data as requested. Complete administrative tasks, such as filling out paperwork and filling records.

#### **6. JOB SPECIFICATIONS**

##### **i. FINANCE**

- Providing and interpreting financial information
- Monitoring and interpreting cash flows and predicting future trends
- Formulating strategic and long term business plan
- Managing finances, monitoring and reporting systems
- Conducting reviews and evaluation for cost-reductions opportunities
- Managing budgets
- Making sure disbursement account is always good for business in day to day basis.

##### **ii. CUSTOMER AND INTERNAL STAKEHOLDER MANAGEMENT**

- Ensuring our existing clients are satisfied
- Giving presentation about our brand and services
- Acting as a point of contact for complaint and escalating issues as appropriate
- Understanding and helping to meet the target and aims of the client

##### **iii. INTERNAL PROCESSES (OPERATIONS)**

- Supervise all finance and administration activities of the company
- Develop and manage the documented management system for policies and procedures
- Perform data backups from the accounting and other soft wares on a monthly basis to ensure safe custody of financial information

- Review all invoices and make the relevant payments in a timely manner
- Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
- Reviewing financial documents to resolve any discrepancies and irregularities
- Assure the development and monitoring of budgets, accurate financial reports, and projection of funding needs, in close coordination with the investors and board of directors
- Preparation and production of monthly management accounts and financial statements in accordance with IFRS and company expectations
- Develop strong strategies to ensure a strong market penetration as well as harness and consolidate already existing clients

**iv. LEARNING AND GROWTH (PEOPLE)**

- Working together to drive the strategic vision of the company and targets at hand
- Making finance understandable to operation
- Making budget a collaborative activity
- Communicate more with operations
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**7. PRINCIPAL ACCOUNTABILITES:**

- Ensure that all transactions are well documented
- Preparing asset, liability, and capital account
- Keep and maintain all the books in perfect order
- Summarize current financial situation by analyzing correctly current liabilities, preparing a profit and loss statement and indicating corrective actions that need to be taken.
- Audit key documents and verify each transaction
- Reconcile financial discrepancies as they arise, after checking out the causes for the same
- Make certain that all tax forms are correct and have been filed to the required authorities on time
- Attend various workshops, with the view of improving performance and contributes to team effort.
- Preparing payments.
- Preparing budget forecast
- Compute and prepare tax returns
- Report company financial health to the stakeholders
- Making financial reports that can help higher management in taking decisions.
- Ensuring the security of financial information and taking regular backups.

**8. KNOWLEGDE**

- Knowledge of country regulatory of the financial/banking services
- industry and legislation including micro finance
- Good understanding of corporate governance, regulatory and financial

**9. MINIMAL EDUCATIONAL REQUIREMENTS:**

- BCom Degree in Accounting
- Must have audit experience

**10. EXPERIENCE AND TECHNICAL KNOWLEDGE:**

- Technical understanding of accounting, financial management and administration
- Understanding of legal requirements in accounting

**11. COMPETENCIES AND SKILLS:**

- Excellent computer skills, proficiency in especially excel, word, power point and outlook
- Deep understanding of business principles and practices.
- Superior analytical, critical thinking and problem solving skills.
- Good communications and networking skills
- Ability to demonstrate integrity and honesty
- Proven multi-tasking abilities
- Exceptional leadership skills
- Ability to work under pressure