

Job Description for Accounting Manager

The Accounting Manager will report directly to the Finance Director

Job Purpose: The Accounting Manager will supervise, track and evaluate day-to-day activities. Main responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. We are also looking for someone to work closely with our finance management team.

Responsibilities & Duties:

- Managing and overseeing the daily operations of the accounting department
- Monitoring and analysing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies and principles
- Manage and oversee the daily operations of the accounting department including:
 - Month and end-year process
 - Accounts payable/receivable
 - Cash receipts
 - General ledger
 - Payroll and utilities
 - Treasury, budgeting
 - Cash forecasting
 - Revenue and expenditure variance analysis
 - Capital assets reconciliations
 - Trust account statement reconciliations,
 - Check runs
 - Fixed asset activity
 - Debt activity
- Monitor and analyse accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct staff to ensure compliance and accuracy
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Managing the general accounting function.
- Develops accounting organizational strategies by contributing accounting and financial information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Oversees the completion of ledger accounts and financial statements.
- Evaluates and makes appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization.
- Provides financial projections by coordinating budget/forecast preparation; collecting, analysing, and consolidating financial information; advising departments on the collection and analysis of data.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Leads and directs the work of others.

- Maintains sufficient funds by forecasting cash requirements and obligations.
- Minimizes legally required taxes by studying regulations; presenting tax strategies to management; filing returns.
- Accomplishes department and organization mission by completing related results as needed

Person Specification & Qualification:

- Bachelor's Degree in Commerce/ Accounting or related discipline, Designation of CPA preferred.
- 10 to 15 years of experience in the field of Accounting.
- Proficiency in Microsoft office.
- Working knowledge of Accounting and Payroll software and systems.
- Excellent communication and analytical skills.
- Flexibility and ability to set priorities.
- Ability to prioritize and juggle concurrent demands.
- Work accurately with close attention to detail.
- Committed and can work independently
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Demonstrate good judgment and good problem-solving skills
- Respond appropriately to evaluation and changes in the work setting
- Excellent English language speaking & writing.