

JOB DESCRIPTION

POST: Finance Officer

SALARY SCALE: Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 –
46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x
1,800 – 69,800

Salary will be commensurate with qualifications and experience

AGE LIMIT: Candidates should not have reached their 45th birthday by the closing date for the submission of applications

QUALIFICATIONS & EXPERIENCE:

- A. (i) Bachelor's Degree in Accounting, Finance or other related major and/or possess a professional accounting qualification such as ACCA, CIMA, etc.
- (iii) At least two years' experience in a similar position

B. Desirable Skills:

- (i) be highly motivated, proactive and dynamic person;
- (ii) be self-starter, willing to take responsibilities;
- (iii) be able to work under pressure;
- (iv) have an outgoing personality with excellent communication skills;
- (v) be organised and committed in meeting deadlines;
- (vi) have an eye for detail and strong analytical skills; and
- (vii) be conversant with excel/word and accounting software (QuickBooks).

DUTIES:

1. Prepare accurate reports in the form and format as required by the company in a timely manner
2. Be responsible for all returns to be submitted to the tax authorities within specified deadlines (including but not limited to VAT, PAYE TDS, CSG/NSF/LEVY)

3. Ensure reconciliation of the General Ledger
4. Maintain control on financial data and assist in implementing accounting standards
5. Maintain the general accounting system and records of the Company, whilst continuously ensuring compliance with Company policies, relevant accounting standards and other regulatory requirements
6. Prepare quarterly and annual financial statements.
7. Processing of the payroll.
8. Prepare budgets, forecasts and long term financial plans.
9. Design and maintain an efficient internal control system and oversee the internal audit function
10. Manage cash position of the company, accounts receivables and accounts payables.
11. Review and ensure that all invoices received from creditors are properly processed and recorded on accounting system.
12. Review payment instructions for transfers upon request.
13. Prepare cheques for payments to suppliers as and when required.
14. Prepare invoices and pro-forma invoices.
15. Liaise with auditors for queries/requests pertaining to the preparation/audit of Financial Statements
16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Finance Officer in the roles ascribed to him/her.

Note: The Finance Officer may be required to work outside normal office hours including Saturdays, Sundays and Public holidays.