

JOB DESCRIPTION – PMMBA 01

Manufacturing Accountant

Job Objective

Our client is one of the leading names in the paper manufacturing industry in West Africa. We are looking to recruit for our client, a competent and experienced Accountant with specific exposure to managing the finances of a manufacturing organisation and significant exposure to broader business management. The incumbent will be responsible for designing and operating an accounting framework in line with best audit practices, overseeing general accounting operations, controlling and verifying all the client's financial transactions as well as preparing financial documents, balance sheet, cash flow and income statements, all in line with audit practices.

To be successful on this role you must be able to combine excellent analytical skills with a thorough knowledge of accounting principles to analyse financial reports and forecasts.

Job Title:	Manufacturing Accountant
Department:	Finance & Operations
Reports to:	Managing Director

Job Summary

We are looking to recruit for our client, a competent and experienced Accountant with specific exposure to managing the finances of a manufacturing organisation and significant exposure to broader business management. The incumbent will be responsible for designing and operating an accounting framework in line with best audit practices. A major part of the incumbent's role will be cost manufacturing and presentation of financial data for understanding actual production related costs. The successful individual will oversee general accounting operations by controlling and verifying all the client's financial transactions, prepare financial documents, balance sheet, cash flow and income statements, all in line with audit practices.

The ideal candidate for this role will have experience collaborating and/or managing a team of direct reports/junior employees

Key Roles and Responsibilities

- Design and Operate Accounting framework in line with best audit practices.
- Cost manufacturing and presentation of financial data for understanding actual production related costs.
- Preparation of financial documents; balance sheet, cash flows, income statements etc in line with audit practices.
- Manage payroll systems and procedures.
- Design strong internal controls to prevent leakages or fraud.
- Responsible for tax compliance and relations with all financial regulatory bodies

- Manage accounting clerical staff to ensure efficiency.
- Assist in the assessment of new candidates for other job vacancies within organisation
- Ensure new hires are set up properly and be partly responsible for smooth integration of new hires into company.
- Oversee and ensure production targets are met on a daily basis at the expected costs
- Assess and evaluate new opportunities that will spring up, related to the business and advice accordingly.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyse financial information and summarize financial status.
- Spot errors and suggest ways to improve efficiency and spending.
- Provide technical support and advice on management accounting.
- Review and recommend modifications to accounting systems and procedures.
- Manage accounting assistants and bookkeepers.
- Participate in financial standards setting and in forecast process.
- Provide input into department's goal setting process.
- Prepare financial statements and produce budget according to schedule.
- Assist with tax audits and tax returns.
- Direct internal and external audits to ensure compliance.
- Plan, assign and review staff's work.
- Support month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

Experience and Qualification

- Minimum BSc degree in Accounting, Finance or related subject. MSc and MBA in Accounting, Finance, Business Management or related subject is an added advantage.
- Relevant certification (ICAN or ACCA) would be preferred.
- Strong understanding of accounting theories
- Minimum 10 years of Accounting/Finance experience
- Experience in the manufacturing industry preferred
- Proven experience as a financial controller, accounting supervisor, chief or senior accountant
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Thorough awareness of business trends
- Strong familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process

- Hands-on experience with accounting software packages
- Advanced MS Excel skills including Vlookups and pivot tables
- Accuracy and attention to detail
- Excellent communication skills (verbal and written).
- Strong leadership, motivational and people skills

Job Requirements

- Ability to multi-task, and change priorities constantly as needed in a fast paced environment.
- Ability to meet assigned deadlines
- Team working skills to be able to lead a team and be a part of it
- The ability to work independently and confidently to make your own decisions;
- Excellent interpersonal skills for diplomatically handling staff and customers
- Strong written and oral communication skills for managing business admin and personnel matters.
- Highly detail oriented and organized in work
- Excellent communication and interpersonal skills with a customer service focus
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
- Proficiency with email and Microsoft Office applications
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

Job Dimensions

- As above
- Any other tasks assigned by your Manager