

Qualified Accountant

- Position type: Full time – subjected to 3 months probationary period
- Expected start date: July 2017

About the role

SLLCA is looking to hire a fully qualified accountant to be responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accountant supervises and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, yearend audit preparation and the support of budget and forecast activities. The Accountant will have contact with Director General and Finance Director and others, which requires strong interpersonal communication skills both written and verbal.

Key tasks

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure of both public and private sector.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Assist the Finance Director in the daily banking requirements.
- Ensure the accurate and timely processing of positive pay transactions.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other managers to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the Director of Finance, and other managers regarding financial results, special reporting requests and the like.
- Work with the Controller to ensure a clean and timely yearend audit.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Tax planning services with reference to current legislation
- Financial forecasting and risk analysis

Education and desired experience

- BA/BS in Business with an emphasis in Accounting, CPA required
- Technical Skills and Prior Experience
Five to seven years' prior supervisory experience in the financial

reporting/general ledger area. Experience working in Large Sized entity is preferred.

- Must be PC proficient and able to thrive in a fast -pace setting. Experience with SP, QuickBooks or other large automated accounting system a plus. Must have strong experience with Microsoft Excel, Access and Word.
- Ten key by touch required.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.

The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the Director.

How to apply

Applications will be considered on a rolling basis. . Interested candidates can email their CV to info@lcu-sierraleone.com along with a copy of all certificates and credentials

Deadline for submissions is Friday 19th May 2017.