

<b>Position Title</b>	Senior Accountant
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## Responsibilities

### Accounting

- **Be main contact for Microsoft D365 accounting matters**
- Perform accounting and closing activities at company/holding level, participating in the development and optimization of related policies and procedures to achieve robust controls and compliance.
- Prepare, submit, manage and track monthly invoicing for relevant Intercompany transactions
- Handle Support consolidation production and reporting
- Support and preparation of annual financial statements reports
- Assist in preparation of monthly financial report

### ERP

- **Contribute to implementation of D365 modules including but limited to Procurement, Accounts Receivables & Payable, Budgeting and Project Accounting.**

### Compliance:

- Abide to all financial policies, procedures, processes, frameworks, and internal controls covering all financial areas of activity being implemented by the Management
- Establish and enforce proper accounting methods, policies and principles

### Tax

- Sound knowledge of local tax laws
- Establish and maintain fiscal files and records to document transactions
- Ensure timely filing of applicable taxes

### Financial Analysis:

- Maintain accurate and up-to-date financial records, conduct detailed financial analysis, interpret data, identify trends, and provide insights to support decision-making processes. Analyse financial performance, variances, and key performance indicators (KPIs). Make recommendations for improving financial efficiency and profitability.

### Budget & Planning

- Assist in the preparation of the departmental budgets & forecasts and implementation of budgetary control on day-to-day operations
- Ensure adequate control over approved budgets and obtain justifications for budget deviation/transfers.

### Reporting

- Administer and review all financial plans; monitor progress and changes and keep the leadership team abreast of the organization's financial status, including cash flow, cash flow forecasting, and reconciling bank and investment accounts
- Assist in the preparation and timely submission of all reports to stakeholders (internal and external), regulators and individual departments.
- Prepare monthly, quarterly and annual consolidated financial statements and notes according to IFRS

- Analyse the individual financial statements of subsidiaries across the Group, ensuring accounting quality and adherence to IFRS Standards

**Audit**

- Assist in external audit process
- Prepare reconciliation/sample information for external auditors

<b>Person Specification</b>	
<b>Minimum Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience</li> <li>• Big 4 or related industry background</li> </ul>
<b>Minimum Education Requirements</b>	<ul style="list-style-type: none"> <li>• <b>ACA/ACCA/CIMA/CPA or equivalent professional accounting qualification is a must</b></li> </ul>
<b>Required Role Related/Technical Skills</b>	<ul style="list-style-type: none"> <li>• <b>Must: Expert Knowledge ERP Microsoft Dynamics 365</b></li> <li>• IFRS accounting standards</li> <li>• MS Office Suite (<b>Advanced Level</b> on Excel)</li> </ul>
<b>Interpersonal/ Behavioral Skills</b>  <i>(minimum 5 key areas)</i>	<ul style="list-style-type: none"> <li>• Strong Oral &amp; Written communication</li> <li>• Strong presentation skills</li> <li>• Stakeholder management</li> <li>• Problem solving</li> <li>• Organization and planning</li> </ul>