

Job Title:	Senior Accountant		
Name:	A.N. Other		
Job Code - Grade:	21		
Company:	BLY Ghana	Department:	Finance
Reports to:	Financial Controller -EWA		
Direct Reports:	TBA		
<u>Job Specification:</u>			
<p>Responsible for preparing, processing and maintenance of the accounting records of Liberia and Sierra Leone to a high standard including periodic reporting.</p> <p>Supervising the Accountant and Cashier and assist Financial Controller with daily tasks.</p>			
<u>List of Duties:</u>			
<ul style="list-style-type: none"> • BANK AND CASH <ul style="list-style-type: none"> - Preparing and loading payments into online banking system and/or cheques. - Analysing and reconciling expenses. - Loading of bank statements into Oracle. - Reconciliation of all bank accounts & petty cash. - Preparing and supervising weekly cash forecasts. • ACCOUNTS RECEIVABLE <ul style="list-style-type: none"> • Assist with the allocation of receipts. • Liaise closely with the SSC and ensure that accounts receivable are properly reconciled. • INVENTORY <ul style="list-style-type: none"> • Liaise closely with the SSC and ensure that all inventory related accounts are reconciled and supported, i.e. finished goods, goods-in-transit, prepaid drilling expenses, capitalised PPV, mark-up, and cost rolls. • Liaise closely with SC to ensure that they are comfortable with the sub-ledgers and support. • FIXED ASSETS <ul style="list-style-type: none"> • Work closely with operations and supply chain, and ensure that the SSC is timeously informed of any fixed asset additions, disposals/impairments or movements. • Ensure that all assets are tagged and reconciled to the fixed asset register. • Liaise closely with the SSC and ensure that fixed assets are properly reconciled and supported. • ACCOUNTS PAYABLE & ACCRUALS <ul style="list-style-type: none"> • Preparing non-inventory PO's. • Liaise closely with operations and supply chain. • Submit invoices, associated to PO's, to the SSC. • Submit monthly vendor statements to the SSC. • Review and analyse the GRNI_ERNI Aging reports and ensure that long outstanding items are resolved in a timely manner. 			

- Review and analyse the AP Aging report and request PPR's for payment.
 - Communicate accruals to the SSC on a monthly basis – items for which no PO have been received.
 - Liaise closely with the SSC and ensure that monthly vendor reconciliations are performed.
 - Liaise closely with the SSC and ensure that accounts payable and all accrual accounts are properly reconciled and supported.
- **SUNDRY CREDITORS**
 - Managing advance payments for traveling, i.e. accommodation and travelling in Africa.
 - Managing telecommunication expenses, i.e. data, telephone, mobile, etc.
 - Analyse sundry creditor expenses and assist with the correct costing.
- **PAYROLL**
 - Liaise closely with the SSC and Payroll Office to ensure correct accruals are processed.
 - Responsible for the payment of all salary relates expenses, i.e. net pay, taxes, social security, etc.
 - Responsible for the reconciliation between payroll and payments.
 - Filing of statutory returns.
- **LOANS**
 - Liaise closely with the SSC and ensure that Loans are properly reconciled and supported.
 - Ensure that loan conditions are adhered too.
- **TAXES**
 - Liaise closely with tax advisors for tax accruals, provisional payments, etc.
 - Filing of statutory returns, i.e. VAT, Income Taxes, Payroll Taxes, etc.
- **MONTHEND CLOSE PROCESS**
 - Analysing monthly trends and expenses throughout the month, comparing to budgets per function.
 - Preparing of month-end journal entries.
 - Supervising the balance sheet reconciliation process to ensure all balance sheet reconciliations are prepared.
 - Preparing and submitting the monthly packs, incl. analysing specific accounts for disclosure.
 - Analyse financial results and position, incl. trends.
- **AUDIT**
 - Assist with audit planning
 - Answers audit queries in a timely manner
 - Provide GL reconciliations to auditors
 - Assist with the provision of external information to external auditors e.g. bank statement, company registration, statutory filing

Educational Background:

3 year post qualification e.g. ACCA, CIMA

Professional Background:

Broad accounting experience in industry preferably extractive sector

Computer Skills:

Microsoft Office

Hyperion

Oracle

Languages:

English