

JOB DESCRIPTION

ACCOUNTS AND ADMINISTRATIVE MANAGER

SCOPE

Account and Administrative Manager supervises all accounts and administrative team members and ensure that daily office operations are performed in a seamless and efficient manner.

The Manager reports to the Managing Director and is responsible for management of the Accounting, Budgeting and Human Resources functions. Manage and implement all policies and procedures.

Responsible for the timely production of all internal and external financial reports.

Failure to provide adequate services may result in lost or misused revenues and inaccurate financial statements.

Foreign Exchange is a regulatory industry and regulated by the Bank of Sierra Leone and therefore observation and compliance with the rules and regulations is a must particularly AML Act of 2012.

DUTIES AND RESPONSIBILITIES

1. Staff management and developing individual staff and organizational capability.
2. Manage the implementation of the goals and objectives of the Accounting and Budgeting functions.
3. Manage the implementation of accounting policies, procedures and systems.
4. Identify and manage the implementation of procedural changes designed to improve internal controls, departmental efficiency and/or report quality.
5. Manage the General Ledger, including timely and accurate monthly closings, the review of account balances and the reconciliation of accounts.
6. Process transactions related to accounts payable and accounts receivable, payroll, fixed assets, depreciation and amortization, and maintain records related to those.
7. Manage the development, documentation and

delivery of financial training to the organization.

8. Manage the development and maintenance of standard and ad hoc financial reports.

9. Manage the annual external audit, acting as primary liaison with external auditors, ensuring all necessary reconciliations prepared upon arrival of the auditors, and providing needed schedules and documents for audit and tax return purposes.

10. Provide direction during the annual financial budgeting process, managing the development of automated, accurate data gathering, analysis and presentation.

11. Oversee the development, implementation and maintenance of financial systems that are critical to the daily operation of the organization.

12. Participate in developing strategic and tactical plans for the organization particularly in areas of new business development.

13. Planning and coordination of branding and marketing of new outlets/agents

14. Any ad hoc duties as deemed fit by management.

Minimum Qualifications Required

Education:

Degree in accounting preferable or QBE

Experience:

- 3-5 years minimum proven experience with accounting and budgeting skills particularly in the foreign exchange or financial services industry.
- Experience with QuickBooks required; experience with other accounting software in addition would be a plus

Skills:

- Proven leadership skills
- Analytical and problem solving skills
- Ability to communicate effectively at Senior level
 - Ability to work independently with little supervision and ability to handle pressure

Personal Attributes:

He /She must maintain strict confidentiality in performing the duties of a manager:

- Be honest, trustworthy and have integrity
- Be respectful
- Be flexible, energetic and dynamic
- Demonstrate sound work ethics

Background Check: Required and a Financial Guarantor is also required

Salary: Le40,800,000 including allowances and before statutory deductions of NASSIT and Income Tax

Other Benefits

- Yearly bonus (13th month)
- 22 days' paid leave per annum