



African Trade Insurance Agency

Agence pour l'Assurance du Commerce en Afrique

Senior Accountant

Reporting to the Chief Financial Officer, the Senior Accountant is responsible for the following:

Primary Responsibilities

- Develop, maintain and implement proper operational controls for financial efficiency
- Ensure complete operational compliance with manuals and policies, Board and Management financial instructions and any applicable agreements
- Ensure that proper books of accounts are kept and are free of mistakes
- Ensure that deadlines are observed
- Manage monthly closure of accounts and ensure compliance with ATI's Financial Statement Close Process (FSCP)
- Prepare, on a monthly basis and in timely manner, the financial reports, trend analysis, cash-flow projections, performance analysis, variance analysis (against the budget)
- Assist in the preparation of quarterly reports to the Board of Directors
- Prepare the annual Financial Statements in accordance to IFRS in timely manner
- Keep abreast of new amended and revised IFRSs, analyzing their impacts and making sure they are timely and properly implemented
- Coordinate with internal and external auditors
- Ensure that all standing instructions requiring any input control or action by the accounting unit are met and observed precisely and correctly at all times
- Supervise the work performed by the Accountants and ensuring all items are timely and properly booked, reviewing all journal entries before actual postings, reviewing all bank and balance sheet balance sheet reconciliations on a monthly basis and ensuring that all reconciling items are resolved in timely manner
- Maintain and improve ATI's accounting systems in liaison with the consultants and/or the software developers
- Manage the annual budgeting process
- Participate in the approval process of both capital and operational expenditure and ensuring budget availability
- Keep the CFO fully informed at all times of any adverse or unusual circumstances which may affect the ATI's financial position
- Oversee the administration of the payroll
- Oversee the maintenance of the fixed asset register and ensuring its accurateness and completeness
- Maintain and improve manuals, policies and procedures
- Perform such other duties as may be assigned to you from time to time

QUALIFICATIONS & ATTRIBUTES

Academic Qualifications

- A Master's degree in Business Administration (MBA)
- A Bachelor's degree in Finance or Accounting

Professional Qualification

- Professional accounting qualifications e.g. CPA or ACCA

Experience

- At least seven (7) years' work experience including in accounting, internal controls and audit
- Experience in the insurance industry
- Experience in team management and supervision

Skills and attributes

- In-depth knowledge of IFRS and accounting practices and procedures
- Good knowledge of the Insurance/Banking Industry
- High degree of honesty and integrity
- Rigorous and proactive
- Excellent time management and organization skills
- Ability to work under pressure and meet deadlines
- Ability to manage team and to resolve complex accounting matters
- Good communication and interpersonal skills
- Ability to work cohesively to achieve results through teamwork
- Strong analytical skills
- Excellent computer skills (accounting systems, Excel and the other standard office computer applications)
- Good report writing and presentation skills