

Accounts Officer (Finance/Account)

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Company: Dangote Industries Limited

Location: Ibesse

Category: office-and-administrative-support

Job Summary

The Dangote Cement Plc, Ibesse is seeking a highly motivated and detail-oriented Accounts Officer to join our Finance team. In this role, you will be responsible for administering accounting operations to meet legal requirements. The ideal candidate will have a strong background in finance and accounting, excellent attention to detail, and the ability to work effectively in a fast-paced environment.

Responsibilities

Analysis and reconcile Deposit for Import to status of purchase order and vendor account.

Response to vendors queries, seek user's departments and purchase department support to resolve payment issues.

Ensure all relevant documents are attached to ERP upon processing.

Ensure GRNs relating to advance payment are MIRO and cleared.

Ensure monthly power consumption are apportioned appropriately.

Make monthly accruals for all contracts including O&M and contract maintenance.

Analyze and review GR/IR SR/IR GLs to respective vendors account to clear outstanding balances (221003)

Prepare monthly reconciled balance sheet schedules as required by the business.

Posting of staff related payments, retirement of advances and clearing of same.

Requirements

Educational and Work Experience

or HND in Finance/ Accounting

Higher educational qualification/professional certification in Accounting (ACA, ACCA) is an added advantage

2 - 6 years relevant work experience in Accounting or Finance function

Skills and Competencies

Good knowledge and understanding of finance best practices, IFRS, and other applicable accounting standards

Basic knowledge of accounting packages and systems, preferably SAP

Good organizational skills

Good data gathering, analysis, and problem-solving skills

High ethical standards and integrity

Proficiency in the use of MS Office tools

Good communication and interpersonal skills

Benefits

Private Health Insurance

Paid Time Off

Training & Development

Career Development

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