

Branch Accountant - Female Only

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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Required Experience / Qualifications / Skills

Minimum of HND / B.Sc. in Finance, Accounting, or any other related field (Membership of a recognized professional body i.e. ICAN, ACCA will be an added advantage)

Minimum of 3 years' experience in a similar role.

Age: 25-35 years

Responsibilities

Counting of stock (weekly, monthly, quarterly), stock reconciliation, and sign-off.

The daily recounting of stock not balancing.

Preparation of daily sales reports and reconciling with cashier and storekeeper registers

Monitoring of cash lodgements and other deposits to the bank

Preparation of monthly bank scheme and bank promo report to head office finance for a credit note in favor of the branch

Confirmation of Ito and Iti issued and weekly sign-off by accountant, storekeeper, and manager

Preparation of monthly bank reconciliation for various banks and flagging of lodgments not

credited by any customer or to any supplier.

Preparation of branch monthly payroll

Weekly preparation of imprest and imprest analysis report

Make audit returns – sales invoices, receipts, payment vouchers, tellers, etc.

Monthly preparation of the following:

Schedule of goods returned to cwh with grn confirmations received & including lti

Interbranch supply – confirm that credits have been received by all branches releasing goods

Maintenance and report on inter-branch/head office current accounts to head office finance

Confirmation of goods received from a central warehouse or from hub warehouses

Weekly stock count reconciliation and report submitted to audit, signed off by accountant and storekeeper

Monthly preparation of grn and the schedules for local purchases sent to audit

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