

Experienced Account Officer

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Company: Consulting & Biz Solutions Limited

Location: ojota

Category: other-general

JOB DESCRIPTION – ACCOUNT TRAINEE

- Maintain general ledger accounts and related activities for the production of financial statements and reports,
- Complete general ledger operations
- Assist with year-end closings
- Administer accounts receivable and accounts payable
- Prepare tax computations and file returns
- Review and process expense reports
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures
- Perform account reconciliations and analyses,
- Prepare journal entries and review accounting classifications.
- Assist the finance manager with annual accounts and supporting schedules
- Assist in the preparation of annual accounts and statutory returns of associated companies
- Assist with the annual budgets and forecasts
- Analyse and prepare the monthly management accounts and supporting schedules which include accruals and prepayment schedules
- Maintain and improve the firm's accounting systems and controls
- Identify customer needs and proactively develop solutions to meet them,

- Serve as a key resource on complex and/or critical issues,
- Solve complex problems and develop innovative solutions
- Review work performed by others and provide recommendations for improvement
- Forecast and plan resource requirements
- Lead functional or segment teams or projects
- Provide explanations and information to others on the most complex issues.
- Follow up with customers/Project Account on receivables.
- Assist Other Account executives to meet accounting/operational standards by contributing financial information to strategic plans and reviews; implementing productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
- Assist other Account executives to meet accounting/financial standards by providing accounting department annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Demonstrate confidence and authority as the day-to-day voice of the accounting team
- Any other assigned tasks

1. KEY PERFORMANCE INDICATORS

Timeliness and accuracy of reports

Effectiveness of implementing all internal controls put in place by the company

Effectiveness and efficiency in understanding and implementing all applicable company processes.

2. SKILL AND COMPETENCIES REQUIREMENTS

Analytical skills

Attention to detail and accuracy

Planning and organizing

Scheduling and monitoring

Communication skills

Problem analysis and problem-solving skills

Initiative

Team work

Confidentiality

Research skills

Management reporting skills

Organizational skills, Written and oral communication skills

Self-driven personality

Versatility

PC skills

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