

Finance Officer - Receivables

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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Qualifications, Skills & Competencies

Candidates should possess a First Degree in Finance / Accounting

ICAN/ACCA Certification is required for this role

Minimum of 6 years working experience required

Competencies:

Proficiency in MS Office Applications

Working knowledge of ERP Solutions

Skilled in basic typing and data entry

Efficient use of accounting templates

Knowledge in basic Book Keeping procedure

Effective written and oral communication skills

Demands of the Job:

Accurate attention to details

Ability to work with little or no supervision

Able to deal with problems involving a few variables

Responsibilities

The Finance Officer will be responsible for proper file management, easy tracing of voucher as well as ensure compliance with all accounting standards, policies, procedures, legal/statutory and Company regulation.

Other job responsibilities include:

Preparation and recording of accounting entries in the general ledger system

Ensure the integrity of the general ledger postings

Liaise with the bank for all assigned company transactions

Review all new customer contracts and SOFs with supervisor, and ensure billing is done accurately

Generate and ensure timely dispatch of customer invoices

Posting of all customer payments timely and accurately

Accurately generate credit notes to customers based on SLA when there are downtimes

Confirm authorisation for all requests and obtain necessary supporting documents

Identify and update supervisor on significant problems, discrepancies, risks etc.

Receipt and collation of invoices for payment

Other duties consistent with the role as assigned from time to time

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