

Senior Accountant(Health Sector)

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Company: Ascentech Services Limited

Location: Victoria Island

Category: other-general

Objective:

Responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports to ensure accuracy, completeness, and conformance to reporting and procedural standards and meet business needs.

Responsibilities

- Prepare accounting reports and other necessary information for audit purposes.
- Maintain updated electronic records of the company's financial transactions and fixed assets register via the company's ERP.
- Prepare general ledger entries by maintaining records and files.
- Reconcile bank statement with accounts (cash, receivables, and various payables etc.) on a weekly basis.
- Update and maintain accounting procedures.
- Manage supplier and staff payments in accordance with set procedures.
- Prepare reports for management and shareholders, providing financial insights and interpreting data.
- Analyze business operations, trends, costs revenues, financial commitment, and obligations to project future revenues and expenses or to provide advice.
- Support month-end and year-end stock count and valuation process.
- Assist with local and federal required filings as appropriate i.e. Taxes and related filings.
- Manage weekly/monthly/annual operating budget preparation and cash forecasting analysis.
- Prepare monthly internal financial statements and management accounts.

- Manage the company's relationship with the banks and other external financial stakeholders, credit, and facility provider.
- Preparation of Payroll and Statutory remittances.
- Perform other duties as assigned from time to time.
- Supervise team members and coordinate their activities.

Requirements / Qualification

- * Must possess a First Degree / HND in Accountancy or a Finance-related discipline.
- * Must be ICAN or ACA qualified.
- * CFA is an added advantage.
- * Must have at least 7-10 years of relevant work experience.
- * Functionally Reports to the Finance Manager

Working Relationship: Internal(All departments and personnel using Account/Finance resources) External(Clients, Potential Clients, Services Providers and Partners)

Learning & Growth Innovation

- Continually seek out new ways of improving the company's operations.
- Develop periodic IT training programs alongside HR.

Technical Competence

- Account Payable
- Account Receivable
- Budget Management
- Audit Management
- Bank Reconciliation
- Financial Forecasting
- Payroll Management
- Financial Analysis
- IFRS Standard
- Accounting Software (ERP)
- Cash Flow Management
- Financial Reporting

Generic Competence

- Report Writing
- Stakeholder Management
- Microsoft office (Excel, word, PowerPoint)
- Record Keeping
- Presentation skill
- Multi-tasking skills
- Attention to Detail skills and problem solving Skills

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