

## Senior Accountant

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

### Job Summary

Contract Type:

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### Person Specification

Minimum of a Bachelor's Degree or HND in Accounting or related discipline.

3 - 5 years cognate experience.

Membership of ICAN or ACCA is preferred

Thorough knowledge of financial legislations/ regulations, procedures and principles.

Aptitude for numbers and attention to detail

Proven understanding of IFRS and GAAP

Proficiency in accounting software usage (e.g., SAGE) and advance Microsoft Excel.

### How to Apply

Interested and qualified candidates should send their CV using the Job Title as the subject of the mail.

### Responsibilities

Prepare asset, liability, and capital account entries by compiling and analyzing account information

Document financial transactions by entering account information

Preparation of bank reconciliation statement.

Recommend financial actions by analyzing accounting options

Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports

Substantiate financial transactions by auditing documents

Maintain accounting controls by preparing and recommending policies and procedures

Monitor the book of account, financial reporting, and financial compliance of the company

Guide accounting clerical staff by coordinating activities and answering questions

Reconcile financial discrepancies by collecting and analyzing account information

Secure financial information by completing database backups

Verify, allocate, post, and reconcile transactions

Produce error-free accounting reports and present their results

Analyze financial information and summarize financial status

Provide technical support and advice on management

Review and recommend modifications to accounting systems and generally accepted accounting procedures

Participate in financial standards setting and in forecast process

Provide input into department's goal setting process

Prepare financial statements and produce budget according to schedule

Direct internal and external audits to ensure compliance

Plan, assign, and review staff's work

Support month-end and year-end close process

Develop and document business processes and accounting policies to maintain and strengthen internal controls

Communicate with Manager and Department Heads on work status and other issues that arise

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