

Branch Accountant - Zambia

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Company: Oxyon People Solutions

Location: Lusaka

Category: other-general

A Branch Accountant plays a vital role in managing the financial records, transactions and the day to day admin of a specific branch or location within an organization. Below is the job description for a Branch Accountant:

Job Overview:

The Branch Accountant is responsible for maintaining accurate financial records and ensuring compliance with accounting principles and company policies at a specific branch or location. This role involves day-to-day accounting activities, financial reporting, reconciliations, administration and providing support to the branch's financial operations.

Key Responsibilities:

Financial Record Keeping:

Maintain and update financial records, including ledgers, journals, Unbilled revenue, WIP and accounts payable/receivable.

Ensure all financial transactions are accurately recorded and documented.

Financial Reporting:

Prepare and submit financial reports, including monthly, quarterly, and annual financial statements.

Assist in the consolidation of branch financial data for corporate reporting.

Budget Management:

Assist in the preparation of branch budgets and forecasts.

Monitor budget performance and report any variances to management.

Accounts Payable and Receivable:

Process invoices, payments, and receipts.

Reconcile accounts payable and accounts receivable balances.

Follow up on outstanding invoices, unbilled revenue and payments.

Bank Reconciliation:

Reconcile bank statements and ensure the accuracy of transactions.

Investigate and resolve discrepancies.

Expense Management:

Review and verify expense reports submitted by branch personnel.

Ensure compliance with company expense policies.

Inventory Control (if applicable):

Maintain accurate records of inventory levels and transactions.

Perform periodic inventory reconciliations and ensure that bi-annual stock counts take place and is correct.

Compliance and Auditing:

Ensure compliance with accounting standards, company policies, and relevant regulations.

Assist in internal and external audits as needed.

Financial Support:

Provide financial data and analysis to support branch management's decision-making.

Address financial inquiries and provide guidance to branch staff.

Administrative support:

Oversee the day to day operations of the branch whilst ensuring a smooth functioning of the branch and supporting the achievement of organisational goals.

Qualifications, Experience and Competencies required:

Bachelor's degree in accounting, finance, or a related field.

Proven experience in accounting or finance roles, preferably in a branch or location-specific setting.

Knowledge of accounting principles, practices, and financial regulations.

Proficiency in accounting software and spreadsheet applications.

Strong analytical and problem-solving skills.

Attention to detail and a high level of accuracy.

Effective communication and interpersonal skills.

Ability to work independently and as part of a team.

Organizational skills and the ability to manage multiple tasks and deadlines.

Familiarity with industry-specific and Country specific accounting practices.

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