

Finance Manager

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Company: Dangote Group

Location: Ndola

Category: other-general

Preparation of monthly financial reports

Provide supervisory roles to all Finance team members

Reversal and corrections of wrong postings and entries

Posting periodic Journals (Provisions, Accruals & salary Journals)

Post lifting bonus Accrued for the Month - while approval process is on. And posting actual bonus and rebates approved

Review GL Postings of Charges on AGO with AGO Consumption Report and book any difference arising thereon

Review Prepayment Schedule and post Recurring JVs on all Prepayment Balances.

Ensure that new Prepayments are updated on Excel Prepayment Schedule.

Review Accrual & Provision List to agree to the GL. Ensure that all previous provision & accrual are still relevant while those already settled are released.

Post recurring entries (each entity should have list of recurring entries)

Prepare SFP analysis (Vendor, Debtor age analysis & Related Party Transactions)

Preparation of balance sheet notes

Review of accounts in general looking out for reasonableness of figures produced by the system (SAP)

Make accruals for all services received but not invoiced

Review & Reconcile Payroll Summary Report to the GL Accounts. Note movements in Previous Month & Current Month GL Balances.

Review of all GL by the Accountant with CFO to confirm Completeness and Accuracy of GL Balances

Prepare & Submit Comments on the Net Income Statements for Review & Discussion with CFO

Support the analysis and evaluation of projects, initiatives and business plans to provide information for management decision-making

Define and document credit guidelines, policies and procedures, ensuring inculcation of best practices and ensure adequate monitoring and management of credit exposure;

Ensure effective utilization of financial resources to achieve cost efficiency;

Proactively identify risks and define and implement strategies to prevent revenue leakages;

Provide broad guidelines for the management of fixed assets from an accounting perspective, ensuring that organizational policies with respect to accounting for fixed assets are adhered to at all times;

Keep abreast of changes and updates in macroeconomic policies and advise the Chief Financial Officer,

Regularly update Accounting Policies and Procedures Manual and ensuring compliance with Group Policies and Procedures.

Prepare and submit periodic reports to Chief Financial Officer and or the Regional Chief Finance Officer

Perform any other duties as may be assigned by the Supervisor

Requirements

Minimum of bachelor's degree (BSc) in Accounting/ Finance

Full Grade Twelve Certificate

Relevant professional qualification such as ACCA, CIMA among others

Relevant, Recognized and Accredited Professional Accounting Qualification(s) is compulsory

Minimum of ten (10) years progressive and relevant experience

Hands on experience in ERP system, preferably SAP.

Good understanding of micro and macro-economical indices and their impact on the business

Good understanding of foreign exchange operations and regulations

Proven experience in strategic financial planning and analysis

Benefits

Medical Insurance Cover

In-House Pension Scheme

Short Term Incentives (STI)

Life Assurance

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