

TALENT PROFILE	
Job Title:	ACCOUNTANT
Reporting to:	FINANCE MANAGER/SSA
Department	Administration
Effective Date	March 2025
Location	Abidjan, Cote d'Ivoire

### KEY PERFORMANCE INDICATORS

1	Accuracy of financial statements
2	Timeliness of financial reporting i.e., by the 5 <sup>th</sup> of the succeeding month
3	Efficiency in managing accounts payable and accounts receivable
4	100% upfront payment by all clients before mobilization of audit teams.
5	Ability to identify and mitigate financial risks
6	100% legal and statutory compliance
5	100% conversion of quotations into revenue

<b>JOB SPECIFICATION:</b>	
1	Ensure accuracy, completeness, and accessibility of financial records.
2	Prepare weekly and monthly reconciliation; including bank and cash reconciliations.
3	Prepare financial statements including balance sheets, income statements and cash flow statements in line with the OHADA system
4	Manage accounts payable and accounts receivables.
5	Manage the office petty cash
6	Prepare and submit requisitions for payment after seeking the required approval.
7	Prepare client quotes and invoices and ensure payment by clients before audits commence.
8	Manage the asset register, liabilities and stock control register.
9	Disburse subsistence allowances 72 hours to the commencement of audits
10	Payroll processing by the 20 <sup>th</sup> of every month
11	Prepare and submit all monthly, quarterly and annual statutory returns ensuring accuracy and payment of the same is within the set timelines.

12	Support in preparation of company and departmental budget estimates and forecasts by end of Q3 every year
13	Maintain a registry for all financial documents and files.
14	Collaborate with the Technical Team Lead, Scheme Managers, and the Shared Services Accountant to determine a viable approach for pursuing new business opportunities.
15	Manage the country's human resource capital in liaison with the Human Resource Manager.
16	Perform other related duties

### **DO YOU POSSESS THE FOLLOWING:**

1. A minimum of a Bachelor's Degree in Accounting a related field from a reputable academic institution. Professional qualification in accounting will be an added advantage.
2. A minimum of 4 years working experience in a similar position within a busy office environment in a culturally fluent, multinational set-up.
3. Should be well versed with the OHADA accounting system, tax, and labor laws of Cote d'Ivoire.
4. Experience in adherence to tight reporting deadlines
5. Strong problem-solving skills and attentive to detail
6. Ability to prioritize tasks and manage time effectively
7. Good interpersonal skills and understanding of team dynamics
8. Strong integrity and ability to maintain confidentiality
9. Ability to communicate in English will be an added advantage.

### **PERSONAL ATTRIBUTES**

1. Commitment to AfriCert core values
2. Purpose- driven and self-disciplined
3. Well groomed
4. Proactive and confident
5. Good communication skills both written and oral

If you meet the above requirements and are interested to work in a fulfilling and challenging work environment Please submit your CV and cover letter (in English or French), including salary expectations to [hrm@africertlimited.co.ke](mailto:hrm@africertlimited.co.ke) with a copy to [legal.hro@africertlimited.co.ke](mailto:legal.hro@africertlimited.co.ke) on or before March 15, 2025.

Only candidates legally authorized to work in Ivory Coast will be considered.

Africert Limited promotes social diversity and therefore welcomes applications from all qualified individuals regardless of their personal background.