

POSITION SUMMARY

Staff Accountant is responsible for preparing and reviewing financial documents, reports, and statements.

OBJECTIVE

- Securing revenue by collecting outstanding balances on behalf of the company.
- Resolving any disputes in billing

KEY RESPONSIBILITIES

- Tracking, reporting, and analyzing budget variances
- Reviewing the company's financial statements to ensure they are accurate
- Preparing month-end reports for management, including profit and loss statements, balance sheets, and cash flow statements
- Recommending changes in policies or procedures that will improve financial performance
- Forecasting future financial performance and Developing plans for financial growth.
- Preparing and analyzing budgets
- Ensuring accuracy of financial statements
- Overseeing all financial planning and analysis
- Forecasting future performance
- Recommending changes to improve financial performance
- Streamlining accounting functions and operations.
- Evaluating and managing risk.
- Coordinating audit processes.
- Other duties as assigned

QUALIFICATIONS, EXPERIENCE & SKILLS

- Degree in Accounts or ACCA Strategic Professional Certificate or relevant field.
- Minimum of three (3) years' proven experience.
- Knowledge of computerized accounting systems.
- Ability to prepare financial reports.
- Attention to details.
- Strong communication skills.
- Ability to solve complex problems.
- Strong organizational and planning skills.

APPLICATION SUBMISSION:

To successfully submit your application to us, please email your application and CV to **gysbi.vacancies@gysbi.com**

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