



Toptech Engineering Limited

Job Description

a. JOB IDENTIFICATION

Job Title: ACCOUNTANT

Company/Group: TOPTECH ENGINEERING WEST AFRICA LIMITED

Unit: FINANCE

b. ORGANISATIONAL RELATIONSHIPS

Reports Directly to: MANAGING DIRECTOR (TOPTECH GHANA)

Reports Indirectly to : Group Finance Head (TOPTECH GROUP, LAGOS)

c. Job Summary

Preparing financial statements and reports.

d. SPECIFIC DUTIES AND RESPONSIBILITIES

Regular

- Assist in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget and accounting.
- Prepare various financial statements and reports.
- Maintenance of accounting records to show receipts and expenditures.
- Direct the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses.
- Prepare statements and reports of estimated future costs and revenues.
- Review financial statements with management personnel

Periodic

- Prepare statements and reports of estimated future costs and revenues.
 - Coordinate preparation of external audit materials and external financial reporting.
 - Review financial statements with management personnel.
 - Assist in the installation and maintenance of new accounting, inventory, property, and other related procedures and controls
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e. MACHINES & OTHER EQUIPMENT USED

- Laptop
 - Printer
 - Scanner
 - Photocopying Machine
 - Mobile Phone
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f. WORK GUIDES AND REFERENCES

- ISO 9001:2015 Standard
- IFRS guidelines
- Other relevant accounting standards and principles

g. COMPETENCIES

Education (Highest attained education certificate)

- B.Sc, Accounting
- **PROFESSIONAL QUALIFICATION**

Work Experience (Minimum years of experience required)

- 10 years

Skills

- Good communication skills
- Good interpersonal skill
- Ability to learn fast
- Good team player

Job Related Requirements :

- Knowledge of International Financial Reporting Standards (IFRS)
- Excellent Excel skills.
- Efficient use of Sage Evolution Accounting Package
- Excellent written and verbal communications skills.

EXTRACT -KPI (KEY PERFORMANCE INDICES)

SALARY PAYMENT	Salary must not crossover into the following month. Salary must be paid on/before the last working day of the Month.
REPORTING	Timeliness in Reporting. Weekly and Month End Reports for office operations and quarterly reports for the board.
LOAN PORTFOLIO	Keeping track of the loan portfolio. Sourcing for loans to finance projects when needed. Reducing Interest payments, via loan exposure.
RECEIVABLES	Adequate follow up on Receivables with results.
BUDGET/ACTUAL	ALIGNING BUDGET TO ACTUAL EXPENDITURE. Budget monitoring
OTHER STAFF MATTERS	Staff Welfare, Cooperative, Commissions, Dividend, Allowances
SUBSIDIARIES	Ensuring inter-company transactions are well captured, with quarterly inter-Company reconciliations.
STATUTORY REMITTANCES	All statutory payment like PAYE, PENSION, VAT ETC MUST BE MADE monthly as at when due.
GROSS PROFIT TARGET	Achieve a gross profit target of allocated, per quarter

Submit your CV to claramensahjd@gmail.com and cc Wasiu.Salami@toptechengineeringltd.com