JOB TITLE | Management Accountant

JOB SUMMARY

The Management Accountant is responsible for the timely preparation of accurate financial accounts for their respective business segment(s) in all geography areas.

RELATIONSHIPS

Reports directly to the Segment Regional Lead

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Running day-to-day operations to meet KPI objectives based on Service Level Agreements (SLA) between the Hub and Geomarket
- Performing analysis as and when required by Geomarket or segment
- Developing domain expertise
- Identifying and reporting critical issues to the supervisor
- Preparing, reconciling and reviewing the Balance Sheet notes (including sub systems)
- Preparing monthly forecast of the Profit and Loss Accounts for the Operations Controller
- Assist in the formulation of budgetary or planning process
- Preparing and analysing the Profit and Loss accounts including detailed review of revenue and cost transactions
- Controlling and preparing general ledger entries including prepayments, accruals, allocations, reclassifications etc
- Preparing segment analysis and reports for Operations Controller, Operations Manager, Field Segment Managers for planning purposes.
- Preparing Fiscal analysis and management fiscal reconciliation in accordance with Local/ Country tax requirements.
- Providing support to Geomarket on Tender P&L’s/analysis for Operations Controller and Operations Manager for planning purposes.
- Providing assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- Ensuring all reports are submitted within deadlines
- Participating in ad hoc reporting, analysis or projects as required.

PREVIOUS EXPERIENCE AND COMPETENCIES

- Qualified member of CPA or equivalents
- Degree in Accounting / Finance

COMPETENCIES

(Specific skills required to perform the duties)

- 3 to 5 years experience in large accounting firm or Multinational
- Proficient in MS-Office
- BBA in Accounting

KEY BEHAVIOURAL FACTORS

- Strong oral and written communication skills
- Interpersonal skills
- Pro-active, self-motivated and eager to acquire knowledge
- Team player
JOB Description

- Ability to work under pressure
- Problem solving skills
- Service Oriented
- Analytic skills

CHALLENGES

- Ensuring the provision of accurate financial analysis and reports and is in accordance to the Service Level Agreements.

LANGUAGES
Spanish and Portuguese

DECISION MAKING AUTHORITY

- According to the Authority Level Matrix

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