

DEADLINE TO APPLY
THURSDAY 14TH MAY, 2026



We're Hiring!

Accounts Manager



DUTIES/RESPONSIBILITIES

- Along with the Accountant, oversee the day-to-day operations of the Accounts Department including accounts payable, accounts receivable, general ledger, and bank reconciliations.
- Prepare and review monthly, quarterly, and annual financial statements, audit schedules and reports.
- Manage cash flow, budget preparation, and expenditure control in collaboration with the Accountant.
- Supervise and provide guidance to accounting staff to ensure accuracy, efficiency, and professional development.
- Maintain compliance with financial regulations, IFRS and company accounting policies.
- Coordinate with internal and external auditors to facilitate audits and address findings.
- Review and approve journal entries, reconciliations, and other financial transactions.
- Analyze financial data to identify trends, variances, and opportunities for cost savings or efficiency improvements.
- Work with other departments heads or third-party groups on the analysis and review of company activities and projects including the preparation of business plans.
- Support the Finance and Administration Manager in developing and implementing financial strategies, policies, and systems.
- Ensure confidentiality, integrity, and accuracy in all financial records and transactions.
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REQUIREMENTS

- ▶ Bachelor's degree in Accounting, Finance, or related field.
- ▶ Professional certification such as (CPA, ACCA, or CMA) preferred.
- ▶ Minimum of 5-7 years' progressive accounting experience, including at least 3 years in a supervisory or managerial role.
- ▶ Strong knowledge of FRS, financial systems, and reporting standards.
- ▶ Proficiency in accounting software and Microsoft Office Suite, especially Excel.
- ▶ Excellent analytical, leadership, and problem-solving skills.
- ▶ Strong interpersonal and communication skills with the ability to work across departments.
- ▶ High attention to detail and ability to meet deadlines in a fast-paced environment.
- ▶ Leadership and team management.
- ▶ Integrity and confidentiality.
- ▶ Strategic and analytical thinking.
- ▶ Financial accuracy and attention to detail.
- ▶ Effective communication.
- ▶ Results-oriented and proactive.

**RESUME & APPLICATION LETTER
MUST BE SUBMITTED TO THE
HR DEPARTMENT AT HR@SKELEC.KN**