

Mozambique Jobs Expertini®

ACCOUNTS SUPERVISOR

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Company: J&J Transport

Location: Beira

Category: other-general

Job Description:

General

The Accounts Supervisor is responsible for supervising and assists in all accounts and finance related issues and ensure that all process is in order and up to date, assumes overall responsibility for all accounting issues, compliance with legal and governmental requirements and supervision of all front-line staff. The Accounts Supervisor reports directly to the Accounts Manager.

Duties & Responsibilities

The scope of responsibilities for the Accounts Supervisor includes all accounts activities and related matters and liaises with government entities and others companies from JJ Group and related parties as well as supervising all front-line staff.

Outline of Duties & Responsibilities:

Supervise, train & support Accounts staff relative to all Invoicing duties including delegation and prioritization of appropriate tasks;

Supervise the analysis and classification of documents;

Collections of all Accounts Receivable;

Perform Accounts Receivable Analysis and Optimize Days in Receivables Outstanding;

Compiling, analyzing and recording invoices and credit memos for customers;

Calculate costs and rates;

Balance Intercompany Accounts relative to Accounts Receivable;

Issue periodic customer statements;

Update customer files with invoices received;

Provide customer service relative to invoicing;

Invoice reconciliation between multiple systems;

Track exceptions between the operational logs and the invoice register;

Liaise with internal and external clients;

Regularly tabulate data and compile necessary reports;

Continuously improve invoicing processes;

Ensure that all filing for the Accounts department is up to date at all times;

Ensure that the Internal Controls are properly applied and administered;

Reconcile bank accounts and Balance Cash Books (Weekly / Monthly);

Reconcile Creditor/Debtor accounts;

Assists in ensuring that the fixed asset register is up to date and depreciation of fixed assets is updated monthly;

Submit monthly and quarterly VAT returns and payment to government institutions within legal deadlines;

Assist in preparing Annual Financial Statements for MOF;

Control and reconcile all cash on hand on a monthly basis;

Supervise, support, delegate and prioritize for the accounts department;

Avoiding Duplicated data within the systems;

Providing Information in any financial data requested by management as quick as possible

Coordinate with External Auditors, providing all requested information for the final Audit

Reports;

Take responsibility for the work area and ensure a professional working environment and cleanliness at all time;

Contribute with any innovative ideas or ways that may improve the operations and/or efficiency of the company and share/communicate it in a proper manner to management;

Comply and ensure compliance with the company regulations and Quality, Health and Safety policies;

Perform other tasks as may be required by the Finance Manager and/or General Manager and/or Managing Director

Job Requirements:

Behaviors & Personal Competences

Good communication and co – operation Skills;

Good Team Work skills;

Detail-Oriented & Analytical mindset (accuracy and quality orientation when working);

Planning & Organizational skills;

Good time management skills;

Ability to work well under pressure;

Motivational Leadership with high levels of skills and interest in developing subordinates;

Hard worker, with high levels of energy, dedication and self-motivation;

Able to establish and maintain effective working relationships with co-workers and Managers;

High levels of responsibility and accountability;

High level of Integrity and trustworthiness;

Decision maker and quick thinker;

Pro-active management style with initiative, dynamism and assertiveness approach;

Energetic hands-on individual with strong leadership skills;

Available to purpose personal development of skills and acknowledge necessary for the effective performance of the role;

Background & Technical Competences

Academic Background: University Degree, preferably in Accounting/Finance;

Knowledge of Mozambican Law including IVA is an asset;

Experience required: 7 – 10 Years of general accounting experience;

IT knowledge: excellent knowledge of Microsoft Office products (excel; word);

Age (minimum/maximum): 30 – 45 Years;

Language: Portuguese and English - Good Level of the language, both written and spoken;

Time availability: Must be available to work until the Job is done

Working Hours

Regular working hours:

From Monday to Friday:

- 07.30 AM – 12.30 PM

- 02.00 PM – 05.00 PM

Saturday:

- 07.30 AM – 12.00 PM

- 12.45 PM – 02.45 PM

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