



We are very sure about Africa's potential!

Accounting And Operations manager

We are looking for

Dynamic multi skilled individual with skills in accounting, operations and management.

Responsibilities

Finance and Accounting

The job required a multi-talented individual with a strong bias and understanding of accounting. Roles will include the following:

- Preparing accounts and tax returns
- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Analysing accounts and business plans
- Basic financial understanding and management
- Financial forecasting and risk analysis
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closing
- Assist with other accounting projects
- Establishment of financial system and internal controls

Operations and Administration

- Production cycle management
- Policy development
- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.

Skill set

A strong grasp of the following skills is an added advantage:

- Business acumen and interest
 - Organizational skills and ability to manage deadlines
 - Proficiency in IT
 - Analytical ability
 - High level of numeracy
 - Strong Microsoft appreciation for all packages, including but not limited to Word, Excel and Power-point
 - Degree – preferably in accounting, business or administration
 - Ability to speak multiple languages is an added advantage
 - BOOST ENACTUS students with extensive voluntary work, experience and high grades will have an advantage
 - Strong appreciation of one or more accounting packages, for example QuickBooks Desktop / Online version.
 - Bachelor's degree in operations management or related field.
 - Experience in management, operations, and leadership.
-

-
- Understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management.
 - Ability to build consensus and relationships among managers, partners, and employees.
 - Excellent communication skills.
 - Solid understanding of financial management

Personality

Finally, this individual must have a positive character and long-term attitude.

- Attention to detail, a perfectionist
- Self-motivation
- Ability to reflect on one's own work as well as the wider consequences of financial decisions
- Willing to learn and study new complimentary skills related to the industry
- Willing to travel locally and internationally
- Able to network with high level stakeholder
- Able to train and share skills with other individuals
- Able to read, understand and follow policy
- Integrity is an important value for our organization
- Experience in the field is important

Application Process

Please send your application to admin@afrisure.org, with

- Please clearly highlight on your CV and application letter which position you are applying for
- CV - not more than 3 pages with references we can contact
- Application letter
- Copy of last degrees and transcript
- Applications must be handed in and will be reviewed until the 22 August 2020. Rolling interviews will be conducted on a first come first basis.

Afrisure is a non-discriminatory organization. Women and the disabled, among many minorities are encouraged to apply.
