



Talents Plus Conseils is looking :

AN ACCOUNTING MANAGER (M/F) (REF: TPC-0125R02AM)

Missions and Responsibilities

- Ensures compliance of the financial statements with local and international accounting standards
- Ensures timely submission of accurate reports to Head Office, banks, and investors
- Monitors cash flows to optimize its usage and ensure continuous liquidity
- Prepares and reviews all tax declaration forms and ensure timely submission
- Manages proper and legal documents and ensures proper filing
- Coordinates with the auditors and assists their work to ensure issuance of the financial statements within
 - the Group's timeline
- Liaises with banks to facilitate banking transactions
- Assists in various tasks
- Supervises the reconciliation of Accounts Receivables on a weekly basis.
- Analyses AR Report at the end of every week.
- Sends AR Report with comments to the Accounting Head at the beginning of every week.
- Ensures that all completed jobs are invoiced upon request from projects
- Supervises the reconciliation of Accounts Payables on a weekly basis.
- Analyses AP Report at the end of every week.
- Sends AP Report with comments to the Accounting Head at the beginning of every week
- Supervises the reconciliation of Fixed Assets on a weekly basis.
- Analyses FA Report at the end of every week.
- Sends FA Report with comments to the Accounting Head at the beginning of every week.
- Cooperates with the Accounting Head on monthly exchange rate to be used in the system.
- Supervises the bank's reconciliation on a weekly basis.
- Analyses the Treasury Report at the end of every week.
- Sends Treasury Report with comments to the Accounting Head at the beginning of every week.
- Processes and files employees' salaries, benefits, and related expenses while coordinating with the People
 - Operations department.
- Ensures proper reconciliation of payroll with the ledger.
- Processes and files employees' loans and advances.
- Ensures proper entries to the P&L accounts.
- Analyzes margins and can compare them to budget.
- Answers questions raised by Accounting Head or others in the Accounting/Finance department.
- Reports any hazards or risks in addition to accidents/incident to QHSE department.

- Be aware of and complies to i engineering's IMS Policy.
- Abides by i engineering's local legal and client requirements.
- Attends and engages in IMS Awareness Sessions.
- Ensures that all IMS procedures are regularly followed and raises the issue when they are not

Profil:

- Hold BSc. in Administration (Accounting/Finance).
- Be Certified Member of an Accounting Professional Body (ACCA or CPA)
- Have 6 to 7 years of experience in a similar field.
- Have excellent knowledge of accounting, reporting and tax standards
- Have excellent management and supervisory skills.
- Have Excellent written and verbal communication skills.
- Speak fluent English
- Have Excellent organizational and time management skills.
- Have mastery of accounting and tax return preparation software.
- Proficiency in Microsoft Office suite or similar software

Is this profile yours?

Send your application by email, specifying the title of the position in the subject line: **An Accounting Manager (M/F) (REF: TPC-0125R02AM)** to the following address: recrutement@talentsplusafrique.com

An acknowledgement of receipt will be sent to you upon receipt of the application file, however if you do not receive said acknowledgement of receipt, please resend the email.

PARTS TO BE PROVIDED

- *A cover letter addressed to the General Director of TALENTS PLUS CONSEILS specifying the position and its reference (enter your availability and your salary expectation);*
- *A detailed Curriculum Vitae;*
- *Copies of diplomas and certificates justifying experience;*
- *A copy of the valid identity document;*

Any application that does not meet this requirement will be purely and simply rejected.

NB.:

- *By submitting your application, you also give us your consent for the collection, storage, processing of your personal data.*
- *You can exercise your right of opposition at any stage of the process.*

Submission deadline: 26 Janvier 2025

For more information: 00 229 95 10 91 51/ www.talentsplusafrique.com