

Corporate Accounting Manager Job Description

Duties and Responsibilities:

- Review the firm's balance sheet reconciliations and major accounts which are inventory and stock, taxes, accruals, shipments, prepayments, and intercompany accounts
- Assess high volume fixed asset register – book and tax
- Ensure timely and accurate reporting of all financial accounting across the firm
- Lead the implementation and development of new procedures and features to improve the workflow of the department and provide training to new or existing staff if necessary
- Prepare a monthly consolidated management account and report to senior management and all relevant stakeholders
- Approve weekly and monthly payroll
- Provide monthly report and commentary of financial results with detailed analysis
- Assess cash flow statements and forecast
- Forecast the company's working capital and cash flow statement
- Analyze and report the variance between budget and actual result
- Analyze and review overhead costs and approve all invoices and journals
- Prepare annual statutory accounts for all relevant stakeholders in the company
- Proactively improve the accounting and automation process by customizing the ERP systems
- Appraise and update the firm's accounting policies as per the IFRS standard and process internal controls
- Liaise with internal auditors for operational audits and SOX compliance reporting
- Liaise with external auditors for filing of income tax returns and statutory audits

- Manage and maintain an active team of talented senior and staff accountants
- Cultivate a deep business partner relationship across the organization, including but not limited to finance and strategy, accounting, legal, tax, SEC reporting, treasury, and operations and all relevant stakeholder of the company
- Perform any other special duties, projects or analyses as directed by the company.

Corporate Accounting Manager Requirements – Skills, Knowledge, and Abilities

- Minimum of six years of experience as a corporate accounting manager, financial manager or similar role; experience working with the BIG 4 is a plus
- Graduate degree in Accounting, finance or any related field
- ACA, ACCA, CPA or CA certified
- Great communication, presentation, negotiation, and customer service skills – both verbal and oral
- Ability to analyze and present financial results
- Good IT skills – proficiency in MS Excel, Power-Point, Access, Hyperion Financial management and any other accounting software
- Strong analytical, interpersonal, and supervisory skills
- Detail oriented, self-motivated and organized with good understanding of financial and operational controls
- Well-grounded knowledge and comprehensive understanding of financial accounting and reporting according to international accounting standards (GAAP)
- Ability to handle multiple projects, work under pressure, meet tight deadlines and strive well in a fast-paced work environment
- Postgraduate degree in Accounting or MBA and Oracle experienced is an added advantage
- Part of the hiring stages for this job may include taking and passing a [pre-employment assessment test](#).