JOB PROFILE

JOB TITLE: Accounting Officer – General Ledger **DEPARTMENT:** Finance

REPORTS TO (TITLE): Senior Accountant

Primary Objective of the Job

The Accounting Officer – General Ledger is responsible for maintaining and updating the general ledger, managing the fixed asset register and related internal controls, performing reconciliations (including intercompany accounts), and supporting the finance team with daily accounting tasks. The role requires strong accounting knowledge, attention to detail, and proficiency with accounting systems to ensure accuracy, compliance, and audit readiness.

Number of Persons Managed/Supervised

- None

Main Duties and Responsibilities

1. Update and maintain the general ledger, ensuring accuracy and completeness of financial records.
2. Manage the fixed asset register, including additions, disposals, depreciation, and related internal controls.
3. Perform monthly, quarterly, and annual reconciliations of accounts, including:
    - Bank accounts
    - Supplier accounts
    - Related party accounts
    - Intercompany accounts
    - Other balance sheet accounts
4. Prepare and submit monthly balance sheet schedules, ensuring they agree to general ledger balances and outstanding issues are resolved promptly.
5. Assist in the preparation of financial reports by collecting, analysing, and summarizing account information.
6. Support the finance team in processing accounts payable and accounts receivable transactions.
7. Ensure compliance with company policies, accounting standards, and internal control procedures.
8. Assist with audit preparations and provide support during financial reviews.

Academic Qualifications and Experience

- Bachelor of Science degree in accounting or related field.
- Actively pursuing an accounting designation such as ACCA or CPA.
- 1–3 years of experience in accounting.
- Proficiency in accounting software (e.g., QuickBooks, Sage 300, SAP or similar) and Microsoft Excel.
- Strong understanding of general ledger functions, reconciliation processes, and fixed asset management.

Functional Skills

- Excellent interpersonal, analytical, and time management skills.
- Strong organizational and problem-solving abilities.
- High level of accuracy and attention to detail.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Strong written and verbal communication skills.
- Team collaboration and relationship-building skills with all contacts.
- Adaptability – Responds well to changing priorities, new systems, and evolving compliance requirements.
- Integrity & Professionalism – Upholds ethical standards and confidentiality in handling financial records

Internal/External Contacts

- Suppliers
- Internal and External Auditors
- All departments within the organization

Authority

- None

Working Conditions

- Overtime as required during reporting periods and audits.

Key Performance Indicators (KPIs)

- **General Ledger Accuracy** – Timely updates with minimal errors.
- **Fixed Asset Register Integrity** – Proper recording of additions, disposals, and depreciation with strong internal controls.
- **Intercompany Reconciliation** – Accurate and timely resolution of balances across entities.
- **Daily Accounting Tasks** – Consistent completion of routine transactions and reconciliations within deadlines.
- **Financial Reporting Support** – Reliable schedules and reports prepared on time.
- **Audit Readiness** – Compliance maintained and minimal audit adjustments required.