

Accounts Supervisor

Job Summary

Reporting to the Manager, Financial Accounting, the GL Accounts Supervisor is accountable for the supervision of staff, ensuring that the company's business transactions are properly and accurately documented and maintained in accordance with the Company's established policies and accounting procedures.

Key Responsibilities

- Supervises staff for the performance of duties in accordance with established standards and required timelines.
- Oversees the daily operations of the cashiers, performs checks on cash closing with cashiers/close cash as required; posts daily sales to system.
- Maintains and reconciles fixed assets register, enters new additions and prepares comparison information.
- Checks petty cash for approval, reviews all travel claims and travel expense reports and book to the general ledger.
- Verifies deposits with bank statements, confirms cheques payments, wire transfers and audit accounts to ensure accuracy.
- Prepares journal entries for VAT, payroll, group health and all statutory deductions, enters into system.
- Prepares journals for miscellaneous accounts - receivables, claims, unused sick and casual days, accruals for telephone bills and reconcile to general ledger account.
- Reviews all prepayments based on monthly schedule - insurance, subscriptions, port fees, rentals and reconciles to general ledger account.
- Posts general ledger journals, cancellation of cash receipts, and prepares reconciliations for all general ledger accounts.
- Undertakes special projects and assignments as may be required by the Manager.
- Receives and assigns fixed assets to the relevant personnel; depreciates fixed assets and collates journal for data entry.
- Transfers assets and prepares documents for write-offs; prepares monthly fixed assets reports.
- Performs other duties as may be required by the job function.

Qualifications and Experience

- Level II ACCA
- Five (5) years in an accounting environment

- Supervisory Experience
- Proficient in the use of Microsoft Office Suite
- Good communication (verbal and written), and report writing skills
- Strong time management and organisation skills
- Ability to work collaboratively with different teams
- Keen analytical skills
- Highly confidential and trustworthy
- Working knowledge of GMP, Food Safety and HACCP guidelines.