



JOB ADVERTISEMENT

- Position title : Senior Finance & Administration Officer
- Reports to : Finance Manager
- Position type : Full Time role
- Salary Range : USD700 to USD1000 per month
- Start date/timeframe : 30 September 2024
- Application deadline : 13 September 2024
- Application process : Send CV and application letter via email to hr@branditall.online

The Senior Finance and Administration Officer will work with the Finance Manager to coordinate all the financial and operational support across the group of companies. Ensure that all financial processing is in a timely manner and that financial records are kept up to date. There are proper financial statements and reports provided to the management team. The role will ensure accounts receivables and payables are managed and that it is closely monitored. The senior finance and administration officer will ensure all projects are within the accounting system, liaise closely with operations and administration staff in the office to ensure it is effective and efficient, and that asset/inventory register is maintained. Other administrative tasks may include travel bookings, maintaining office supplies, administrative support to finance and procurement processes, and filing of project documents, photos, reports and reference materials.

Selection criteria

- Minimum bachelor’s degree in accounting or equivalent preferably with recognized accountant qualification plus and/or minimum 2 years’ relevant work experience.
- Manage the finance technical function and implement procedures and processes, with minimal supervision.
- Proven demonstrated experience in handling projects report and producing financial statements.
- Excellent written and verbal skills in English skills desirable.
- Demonstrated knowledge of and experience in finance software’s and MS Office (Windows, Microsoft Word and Excel spreadsheets, etc.);
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment.
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills.
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy.
- Demonstrated ability to take direction and to work as part of a team.
- Excellent numerical skills.

How to apply

Interested applicants should send a CV and cover letter via email to hr@branditall.online

Note: Only successful candidates will be contacted for the interview.