

Guaymay Energy Alliance Credit Union
Accountant
JOB DESCRIPTION

Post Title	Accountant
Contract type	Permanent
Responsible to	Manager
Accountable to	Management/Board of Directors
Responsible for	Accounts Department
Liases with	Manager

Job Description

Reporting directly to the General Manager, the Accountant leads the financial operations of the Credit Union. This pivotal role includes managing and mentoring a skilled accounting team to prepare precise financial statements and insightful business trend analyses. These deliverables support strategic decision-making by the General Manager and the Board of Directors, optimizing financial operations to maximize member benefits.

1. Main Duties and Responsibilities

- Manages ALL Accounting functions.
- Monitors and advises the board and management on the organization's performance in alignment with PEARLS performance ratios, focusing on Capital Adequacy, Delinquency, and Liquidity.
- Prepares and certifies monthly branch and consolidated reports promptly for presentation to the board and management, reflecting the Credit Union's financial position to aid decision-making.
- Prepares Management Accounts within agreed-upon timelines.
- Ensures timely preparation of all bank reconciliations as per agreed deadlines.
- Effectively manages the company's treasury function by liaising with the Credit Union's bankers and financial institutions.
- Develops and reviews policies and procedures to enhance the efficient financial operations of Guaymay Energy Alliance Credit Union.
- Prepares Annual Financial Accounts for auditing within specified timeframes.

- Monitors and manages the annual Income and Expenditure budgets of the Credit Union.
- Advises the Board on actions needed to align actual budget outcomes with projections where variances occur.
- Manages the Credit Union's cash flow through timely revenue collection and payment disbursement.
- Coordinates with bankers and financial institutions to ensure efficient fund transfers and movements.
- Maintains an updated register of the Credit Union's fixed assets.
- Ensures financial and accounting records adhere to sound accounting principles and practices.
- Oversees cost-efficient procurement of goods and professional services in line with established practices to support member service excellence.
- Ensures timely preparation of annual employees' statements for income tax purposes.
- Supervises accurate and timely processing of payroll.
- Plans and coordinates the work program for the Accounting Department to support the Credit Union's Operational Plans.
- Supervises the Accounts Department, conducting performance appraisals, recommending performance improvements, and providing necessary training.
- Prepares balance sheet, profit and loss, and cash flow statement.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by analyzing account information.
- Develops budgets and cash flow projections.
- Liaises with external auditors.
- Prepares monthly payroll.
- Controls audit costs and prepares budgets in conjunction with the manager.
- Allocates tasks to assigned accounting assistant staff and directs their day-to-day performance.
- Reviews financial statements and drafts the auditor's report.
- Drafts the management letter.

2. Qualifications

- ACCA qualified, or BSc Accounting
- Advanced MS Excel skills
- Hands-on experience with integrated enterprise/accounting software systems (e.g. Emortelle)
- Familiarity and understanding of Tax and VAT laws and regulations
- Comprehensive understanding of International Financial Reporting Standards (IFRS)

4. Expectations:

- Provide exceptional member service to our members and the organization
- Ensures compliance with all legal, tax requirements, International Accounting Standards, and relevant International Financial Reporting Standards.
- Proactively make recommendations to ensure organizational success

5. Knowledge Skills and Experience:

- Proficiency in accounting principles and practices (IFRS).
- Understanding of financial statements (balance sheet, income statement, cash flow statement).
- Knowledge of financial analysis and reporting.
- Strong analytical skills to interpret complex financial data.
- Attention to detail and accuracy in financial reporting.
- Ability to reconcile accounts and resolve discrepancies.
- Collaboration skills to work with other departments and stakeholders.
- Customer service orientation, especially in client-facing roles.
- Continuous learning mindset to stay updated with industry trends and changes.
- Ethical conduct in financial reporting and decision-making.
- Minimum of five (5) years accounting experience including three (3) years at a senior level preferably within a credit union or an organisation within the financial services sector

Remuneration:

- To be determined based on prevailing market trends