

## **JOB DESCRIPTION**

**JOB TITLE** : CHIEF ACCOUNTANT  
**DIVISION** : ADMINISTRATION & GENERAL  
**DEPARTMENT** : FINANCE  
**REPORT TO** : FINANCIAL CONTROLLER

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### **GENERAL MISSION:**

- The Chief Accountant assists the Financial Controller in overseeing and directing all aspects of the accounting and finance matter.

### **RESPONSIBILITIES AND MEANS:**

- Prepare financial reports as required by the company and where necessary provide detailed analysis, outlining trends, weaknesses and recommendations for corrective action.
- Participate as a member of management and advise on the financial, administrative and legal implications of all matters being reviewed.
- Develop the accounting, administrative and legal system to obtain the optimum speed, accuracy and content of management information commensurate with economic costs and other duties.

### **ADMINISTRATIVE RESPONSIBILITIES :**

- Ensure that subordinates are performing their tasks properly and efficiently.
- Ensure teamwork and efficient operation of the company by developing spirit and teamwork within the department and the company.
- Others as directed by superiors.

### **TECHNICAL RESPONSIBILITIES :**

#### Financial & Accounting Matters

- Develop and maintain orderly accounting system and participate in regulating the generally accepted accounting standards.
- Strictly adhere to established internal control and safety system within the department to make the financial data reliable.
- Regularly review the reports produced and distributed by subordinates for the content, the quality of presentation, accuracy and investigate to clearly all points of varies.

- Review and authorise necessary vouchers (e.g. payment voucher, journal vouchers etc.)
- Prepare and analyze financial planning for both short-term and long-term.
- Prepare annual budget and compare actual results with projected one. In addition , also investigate discrepancies.
- Prepare cash and fund flow including planning for cash management.

#### Management information

- Prepare financial statistical-data report to highlight to management all aspect of company's operating and accounting systems, internal control, etc. on a timely basis or on requisition.
- Formulate proper management information systems to inform management on a timely basis and within time schedules.

#### **TAX AND RELATED LAWS:**

- Ensure that all tax matters are treated in a proper manner and in compliance with related legislation.
- Follow up tax changes and other legislation in order to inform the management.

#### **COMMERCIAL RESPONSIBILITIES :**

- Keep in contact with the Revenue Department.
- Keep in contact with the Ministry of Commerce.
- Keep in contact with the External Auditor.

#### **HUMAN RESPONSIBILITIES :**

- Plan and organize periodical department training for staff in areas of accounting system and internal control (especially for new staff).
- Identify and develop leadership qualities among staff in order to guide them towards the path of career enrichment.

#### **RELATIONS :**

- Directly responsible to Financial Controller.

- Work closely with other department or attend related meetings to participate in providing or receiving constructive criticism with regards to the department in order to improve efficiency and productivity.

**REPLACEMENT AND TEMPORARY MISSION :**

- To be ready and responsible when assigned to perform and other duties as designated by the Management.
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