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Job Title: Accounts Manager

Job Description:

As an Accounts Manager, you will play a pivotal role in overseeing and managing the financial health of our organization. Your responsibilities will involve maintaining accurate financial records, preparing financial reports, managing budgets, and ensuring compliance with relevant regulations. You will collaborate with internal teams and external stakeholders to contribute to the overall financial success of the company.

Key Responsibilities:

Financial Management:

Budgeting and Forecasting: Develop and manage annual budgets and financial forecasts in collaboration with department heads.

Financial Reporting: Prepare and present regular financial reports, including profit and loss statements, balance sheets, and cash flow statements.

Variance Analysis: Conduct variance analysis to assess budget vs. actual performance and provide insights for decision-making.

Financial Controls: Implement and maintain financial controls to ensure the accuracy and integrity of financial data.

Accounting Operations:

Bookkeeping: Oversee day-to-day bookkeeping activities, including accounts payable, accounts receivable, and general ledger entries.

Month-end and Year-end Closing: Lead month-end and year-end closing processes, ensuring timely and accurate financial reporting.

Audit Preparation: Coordinate with external auditors and ensure timely and smooth audit processes.

Tax Compliance: Ensure compliance with tax regulations, including timely filing of tax returns and adherence to tax laws.

Cash Management:

Cash Flow Management: Monitor and manage cash flow to optimize working capital and meet financial obligations.

Bank Reconciliation: Perform regular bank reconciliations to ensure accuracy in financial records.

Financial Planning:

Strategic Financial Planning: Contribute to strategic financial planning by providing insights and financial analysis to support decision-making.

Cost Analysis: Analyze costs and expenses to identify areas for cost savings and efficiency improvements.

Team Collaboration:

Collaboration with Departments: Work closely with department heads and managers to understand financial needs and provide financial guidance.

Training and Development: Provide training and support to finance and non-finance teams on financial policies and procedures.

Compliance and Risk Management:

Compliance Oversight: Ensure compliance with accounting standards, regulations, and company policies.

Risk Management: Identify and assess financial risks, implementing measures to mitigate potential risks.

Qualifications and Skills:

Educational Background: Bachelor's or Master's degree in Accounting, Finance, or a related field. CPA or relevant certifications are a plus.

Experience: Proven experience as an Accounts Manager or in a similar financial management role.

Analytical Skills: Strong analytical and problem-solving skills to interpret financial data and trends.

Communication Skills: Excellent communication skills to convey financial information effectively to stakeholders.

Leadership Skills: Demonstrated leadership abilities with the capacity to lead and inspire a finance team.

Teamwork: Ability to collaborate effectively with cross-functional teams and departments.

Technology Proficiency: Familiarity with accounting software and financial management tools.

Attention to Detail: Strong attention to detail and accuracy in financial reporting.

Adaptability: Ability to adapt to changing financial and business environments.

Ethical Conduct: High ethical standards and integrity in handling financial information.

If you are a results-oriented and strategic finance professional with strong leadership skills, we invite you to join our team as an Accounts Manager and contribute to the financial success of our organization.

Mohammad Tasaduq Khan