

## Job Posting: Accounts Officer

Africa Foresight Group is an African firm based out of Accra, Ghana that connects freelance consultants with high-impact client engagements across the continent on a managed marketplace. At AFG, we aim to build African companies into global champions by offering world-class and locally accessible services. We are excited to work with talented, international leaders with a whole-hearted commitment to contributing to sustainable growth in African economies.

We are looking for a strong and dynamic Accounts Officer to join the AFG team in Accra, Ghana. This position targets individuals with 2-4 years of work experience in accounts management with a role in a start-up and/or financial services. You are a fit for the role if you have a keen eye for detail and desire to probe further into data. You understand the accounting reporting standards and have experience liaising with compliance bodies. You also know how to build structure into your decision-making processes and you share the interest in building a values-based people organization with a unique culture.

### Key Responsibilities

- Enter and post financial data in Odoo
- Prepare an accurate financial statement in a timely manner
- Assist in the preparation of companywide budget and forecasts
- Analyze and advise on spending of the company
- Process and manage payroll obligatory returns and other statutory returns.
- Support with external audit exercises
- Analyze businesses performance and Interpret complex financial information and provide updates and information as needed

### Job requirements

- Bachelor's and/or Master's degree in accounting, economics, business administration or a related field;
- At least 2-4 years of work experience in a similar role
- Familiar with IFRS reporting standards
- Ability work as part of a broader team
- Knowledge of the professional services industry preferred; High level of accuracy and attention to detail
- Intermediate computer software skills, including Excel and Accounting packages
- Creative, flexible and entrepreneurial mindset with the willingness to shape ideas/projects
- Excellent written and oral skills
- An analytical mind



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- A keen eye for detail and desire to probe further into data
- Ability to stick to time constraints

#### **What we offer**

- A vibrant and purpose-driven team culture
- Constant opportunity to learn and grow
- Regular team trainings and coaching sessions to advance your skills
- Competitive compensation with attractive variable rewards for good performance
- Flexible work culture that allows you to be at your best
- Fast career pathways for outperformer

If you are interested in this role, please forward your CV and cover letter to [recruitment@africaforesight.com](mailto:recruitment@africaforesight.com) by latest 10 December 2020.