

SMALL AND MEDIUM ENTERPRISES CORPORATION**JOB DESCRIPTION**

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number: SMECCA 015
Division Corporate Affairs	Designation/Classification Corporate Accountant, Grade 11
Branch Administration	Local Designation Corporate Accountant
Section Finance & Administration	Reporting to: Manager Finance & Admin Position No: SMECCA 014
Location Head Office, Gordons.	Highest Subordinate: Director Position No: SMECCA 012

History

DPM File N0.	Date of Variation	Details
	14.06.2018	New
		Adopted new concept of Job Description & Revised Duties

Employment Conditions: As per SCMC and DPM approved Terms and Conditions of employment for SMEC.

2.0 Purpose

The Corporate Accountant is responsible for the efficient management of all accounting roles and responsibilities of the Corporation including controlling the process, production and dissemination of monthly, quarterly and annual financial reports accurately on a timely basis in consultation with the Manager Finance and Administration for the Corporation Management team's information and decision making.

3.0 Dimension

3.1 Staff Supervision:

Two (2) staff

3.2 Operational Expense Budget:

Manage and operate within the approved Corporation Annual Budget

4.0 Nature and Scope

The Corporate Accountant is required to ensure efficient and prudent management of the Corporation's funds and to focus on controlling and handling of the corporation cash flow on daily basis as well as performing the following duties:

1. Supervising subordinates and ensuring that their duties are efficiently carried out,
2. Co-ordinating and keeping proper financial records for the Corporation,
3. Producing accurate monthly and quarterly management accounts for management on a timely basis,
4. Producing annual financial statements and overseeing external statutory audits of the Corporation,
5. Attending to Taxation queries, preparing and lodging appropriate Tax Returns,
6. Preparing the Corporation's annual budgets for the Corporation Management and Board's consideration and endorsement
7. Finalizing the Corporation's Annual Budget submission to the Treasury and Finance Departments,
8. Assisting the Manager – Finance and Administration in developing and maintaining appropriate Accounting Policies, Forms, Manuals and Internal Control Procedures and Systems to ensure compliance with regulations.
9. Preparing and Maintaining of the Audits schedule and working files for the external auditors. Processing of payments and receipts
10. Any other duties as and when directed by the Manager – Finance and Administration and the Office of the Divisional Director.

4.1 Work Environment

The Corporate Accountant operates under the direct supervision of the Manager Finance and Administration and works closely with the Director Corporate Affairs to ensure effective financial management, accurate accounting records, budget monitoring, financial reporting and compliance with the Corporation's financial Policies and procedures. The officer provides timely financial information and advice to support management decision making, monitors revenue and expenditure, prepares financial statements, and coordinates audit requirements.

4.2 Constraints

The major constraint is the Corporation's ability to source and secure sufficient and adequate funding to deliver the mandated duties and responsibilities to meet the ever-increasing demand of the Small and Medium Enterprise sector.

4.3 Challenges

To effectively execute and manage Divisional resources including the divisional staff and prudently manage the Corporation resources to ensure successful implementation of the organizational functional responsibilities to achieve the objectives and goals of the Corporation.

4.4 Working Relationship

The Corporate Accountant reports directly to the Manager Finance and Administration and supervises two subordinate staff responsible for assisting with accounting and financial administration duties. The Corporate Accountant works closely with the Manager to ensure accurate financial reporting, effective budget monitoring, proper maintenance of accounting records and compliance with the Corporation's financial policies and procedures.

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Degree in Accounting or Commerce from a recognized University or Institution and must be accredited with CPAPNG.

5.2 Knowledge

Sound knowledge and has exposure and hands on experience with Organizational Financial Management, Financial Control in Public or Private sector organizations, preparing Budget Submissions, Accounts and Financial Reports. Manage and Control cash flow, Taxation matters, Annual Returns, Preparing Audit Files and keeping accurate accounting records and reports.

5.3 Skills

Possess strong accounting, financial analysis, budgeting, and reporting skills, with proficiency in Microsoft Excel and accounting software. The officer must demonstrate leadership, supervision, problem-solving, communication and time-management skills to ensure accurate financial records, compliance and effective management of subordinate staff.

5.4 Work Experience

Possess more than five (5) years of relevant work experience in accounting, financial management, budgeting and financial reporting across both the private and public sectors with proven ability to maintain accurate financial records,

manage expenditure, ensure compliance and support effective financial decision-making.

6.0 Principle Accountability

The Corporate Accountant demonstrates accountability and professionalism in carrying out assigned duties. Ensures that tasks are completed efficiently and resources are used responsibly in accordance with organisational policies, procedures and established standards. Always upholds integrity and ethical conduct in the performance of duties and provide necessary support to the Corporation to effectively implement the Corporation's Five (5) Year Corporate Plan.