

OADC TEXAF ACCOUNTANT

Job Title: Accountant
Department: Finance
Reporting Line: Director Accounting and Tax
Location: Kinshasa

Job Objective

To be responsible for the accurate preparation of financial statements and maintaining proper accounting controls for OADC business in DRC and assisting in Group accounting tasks for other WIOCC Group entities.

To be responsible for tax and statutory compliance for OADC Texaf.

Key Duties & Responsibilities

- Preparation of financial statements that are compliant with the International Financial Reporting Standards (IFRS) by using the set accounting standards, principles and best practices in reporting of events and transactions in the financial statements.
- Preparation of financial statements in an accurate manner and in compliance with OHADA rules. Reconciling the financial statements prepared under OHADA with IFRS and overseeing all the accounting operations for OADC business in DRC.
- Maintaining an accurate General Ledger for OADC Texaf Opco and OADC Texaf Belgium Holdco by ensuring all costs and incomes are captured and correctly accruing for any unbilled services.
- Carrying out accounting processes and monthly closure of the audit workbooks for OADC Texaf Opco and OADC Texaf Belgium Holdco. Ensuring that the workbooks are accurately prepared and submitted on a timely basis to the Group Accounting and Consolidation Manager.
- Reconciliation of invoices against purchase orders, posting in the accounting ERP system (NetSuite), managing the creation and approvals of payment instructions and then tracking all the payments through to successful receipt of funds to the suppliers.
- Ensure complete and accurate billing is done for all services offered and a monthly revenue reconciliation is done with the Business intelligence team for all services.
- Prepare regular statements of accounts for clients as and when required and perform reconciliation of discrepancies between customer's records and company's statement if they arise and respond promptly to client enquiries.
- Taking a proactive role in managing and collecting debts from clients.
- Carrying out bank reconciliations, managing petty cash and administering all necessary controls required to protect petty cash.
- Processing of employee Expense Claims by ensuring proper supports are attached and in line with company policies.

- Maintenance and accurate recording of the OADC Texaf assets. This will involve working jointly with the project managers to confirm the delivery, installation and commissioning of assets backed with the proper documentation.
- Analysing financial data to aid in monitoring expenditure and forecasting of revenue for OADC Texaf. Liaising with the budgeting team to ensure that all expenses incurred are within budget and communicate where there are variances.
- Ensure proper management of petty cash by carrying out accurate monthly petty cash reconciliation.
- Coordinating all financial year-end audit activities by ensuring that all the required information is availed to external auditors in a timely and accurate manner.
- Responsible for accurate and timely filing of the monthly statutory returns and making payments where necessary to the local tax authorities.
- Responsible for filing the annual tax returns and making payments where necessary to the DRC tax authorities.
- Communicating and resolving tax disputes that may arise between OADC Texaf and DRC tax authorities.
- Administering a comprehensive set of accounting controls to mitigate risk and to enhance the accuracy of the company's financial results and ensure they comply with OHADA requirements.
- Research current DRC economic and financial outlook where necessary and provide insights to the management.
- Work with the procurement team in ensuring a seamless procurement process is followed. Ensure that all purchases are well supported with a signed purchase order.
- Ensure that all the necessary import licenses are secured, shipments inspected by the appointed regulatory bodies before shipments are dispatched to DRC.
- Ensure that the customs duties on imports are declared and paid accurately.
- Any other responsibilities that may be assigned from time to time.

Qualifications & Skills

- An undergraduate degree in Finance or Accounting.
- Professional accounting qualifications. The candidate should be a chartered accountant and a member of ONEC (National Board of Chartered Accountants).
- Knowledge of IFRS and OHADA accounting rules.
- A minimum of 7 years' experience in a Senior Accountant position or in a Big 4 audit firm in DRC.
- Good knowledge and understanding of DRC tax laws.
- Proficiency in spoken and written English.
- Implement and execute set objectives and strategies in a fast-paced work environment.

Attributes

- Integrity, honest with high ethical standards.
- Client focused, relationship builder.
- Boundless, passionate and flexible.
- Personal excellence, accuracy and attention to detail.
- Collaborative, achieve results through teamwork and partnerships.
- Strong analytical skills and able to collate and interpret data from various sources.
- Excellent problem-solving skills.
- Ability to multi-task, prioritise and pay attention to detail.

How to Apply

Qualified candidates are encouraged to apply by submitting their updated CV including three referees. The deadline for application is 09 May 2024. Applications should be sent to hr@openaccessdc.net indicating the job position in the subject line.