About company:

(1) SIPHAR - <https://www.siphar.bi/>,

(2) Life Pharma - [https://lifepharma.bi](https://lifepharma.bi/)

(3) Frontier Biotech - <https://frontierbiotech.bi/>

Post: Accounts Officer.

Reporting To: (1) Group Finance Head (Technical) & (2) CMD (Administrative)

Primary Responsibilities:

* Responsible for day-to-day accounting of the company.
* Responsible for timely and accurate completion of Month End Close activities (Revenue recognition, accruals, provisions, journal entries preparation / review) and reporting.
* Make estimates of funds required for the short and long-term financial objectives of the organization.
* Regulatory compliance and Returns Filling.
* Ensure compliance with accounting standards, taxation regulations, and internal policies. Develop and implement internal controls to mitigate financial risks.
* Manage end-to-end Accounts Payables and Receivables
* Preparation of financial statements, reports, budgets, and forecasts. Ensure accuracy, compliance, and timely submission to senior management.
* Supervise the accounting team in day-to-day operations, including accounts payable/receivable, general ledger, and payroll.
* Lead the budgeting process, monitor expenditures, and analyze financial trends.
* Implement cost control measures to optimize resources and enhance profitability.
* Cash Flow Management: Manage cash flow, liquidity, and investments to support operational needs and optimize financial stability.
* Preparing and maintaining statutory books of accounts viz, journal, ledger, trial balance, cash book, etc.
* Prepare Reconciliation statements and Preparing creditors/ debtors reconciliation statements.
* prepare MIS reports on daily basis and requirement of fund Management.

Perks and Benefits:

* Salary (USD) – As per Last Salary Drawn
* Local Salary (Burundi Franc) – US $ 100 Local sustenance Allowance paid every month.
* Two Years Contract (One Month Paid Leave on Completion of Contract)
* Fully Furnished Accommodation, Transportation to be provided by the organization (Bachelor Accommodations)
* House Stewart & cook provided & to be paid from local sustenance allowance.
* All Utility Bills (E.g.: LPG/Electricity/Water) to be paid by the organization.
* Visa to be processed by the organization.
* Air Tickets are to be provided by the organization.
* Medical Insurance provided by the organization.

Education:

(1) CA or (2) CMA or (3) ACCA or (4) CA - Inter (have working exp. in IFRS)

Skills Required:

* IFRS working experience.
* French Spoken
* Have worked in Tally and ERP Software.
* Highly competent in MS Excel
* Deadline-oriented and an ability to stick to time constraints.

Exp.: Minimum 3 Years of Experience

Location: Burundi (East Africa)

Work Timings: 9 to 6 (6 days working)

Team Size to be handled: 2 or more.

Kind of Industry of Candidate: Pharma and waste management