

Job Description

POSITION DETAILS			
Functional Designation	F&A-Accounts Payable Specialist	Department	Finance and Accounts
Sub Department	EAG	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The Manager of Expense Accounting is responsible for overseeing and managing the expense accounting function within the organization. This role aims to ensure the accurate and timely recording of expenses, efficient expense management, and compliance with accounting standards and regulatory requirements.</p>			
Principal Accountabilities			
<ol style="list-style-type: none"> 1. Managing the day-to-day activities of the expense accounting team, including expense recording, expense analysis, and cost allocation, to ensure accurate and timely financial transactions and reporting within the organization. 2. Overseeing the development and implementation of expense accounting policies, procedures, and controls to streamline expense management processes, enhance financial reporting accuracy, and ensure compliance with accounting standards and regulatory requirements. 3. Coordinating and preparing expense reports, including budget variance analysis, cost-benefit analysis, and expense trend analysis, to provide key financial insights and recommendations for senior management and stakeholders. 4. Collaborating with cross-functional teams, including finance, operations, and supply chain, to gather expense data, analyze expense trends, and provide financial insights and recommendations for optimizing cost structures and improving overall profitability. 5. Providing guidance and support to the accounting team on accounting standards, expense management procedures, and best practices in financial management to foster a culture of continuous learning and professional development within the group. 6. Collaborating with internal and external auditors to facilitate audits, reviews, and assessments of expense accounting processes, ensuring compliance with auditing standards and the implementation of recommended corrective actions and best practices. 7. Providing regular reports and updates to senior management on the organization's expense accounting performance, key expense metrics, and recommended actions to optimize expense management and operational efficiency within the organization. Ensure timely raising issues wherever there is deviations from budget or extraordinary expenses are incurred so that there is no surprise on month-end 8. Contributing to the development and implementation of expense accounting strategies and initiatives that align with the company's mission, vision, and business objectives, driving cost efficiency and financial compliance within the organization. 9. Overseeing the implementation and optimization of expense accounting systems and tools to facilitate the collection, analysis, and reporting of financial data, ensuring the accuracy and integrity of financial information within the organization. 10. Leading and mentoring the expense accounting team, providing guidance, training, and performance 			

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feedback to foster a culture of excellence and professionalism within the team.

11. Ensuring smooth month-end closures and adhering to the deadline set by the Organization.

Desired Profile

1. Educational Qualification: A bachelor's degree in accounting, finance, or a related field is required. A master's degree or relevant certifications in accounting or finance can be advantageous.
2. Experience: 10-12 years of experience in expense accounting, financial analysis, or a related field, with a focus on managing expense accounting functions and providing financial insights and recommendations, preferably in the financial services industry.
3. Analytical Abilities: Strong analytical skills to interpret expense data, conduct variance analysis, and provide actionable insights and recommendations for expense management and decision-making.
4. Communication Skills: Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams, external stakeholders, and employees at all levels within the organization.
5. Attention to Detail: A keen eye for detail and accuracy in managing expense data, financial reports, and expense analysis to ensure compliance with accounting standards and regulatory requirements.
6. Leadership Skills: Strong leadership and team management abilities to effectively lead and mentor a team of accounting professionals, driving a culture of excellence and financial compliance within the organization.