**Role : General Manager – Accounts**

**Department : Accounts**

**Qualification: CA**

**Experience: 25+ years; education sector preferred**

**Broad Responsibilities:**

The position is responsible for all areas relating to financial reporting, developing, and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements.

**Main Duties:**

* Managing and overseeing the daily operations of the accounting department.
* Monitoring and analyzing accounting data and producing financial reports or statements.
* To conduct qualitative and quantitative analyses and utilizing results to inform decision-making.
* Responsible for the accurate maintenance of financial records for accounts payable reports and coordination of timely retrieval of documents requested by external auditors.
* Coordinate and complete annual audits.
* Supervises accountants and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner.
* Able to meet tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities.
* Improve systems and procedures and initiate corrective actions.
* Assign projects and direct staff to ensure compliance and accuracy.