

# Senior Accountant

<b>Job Title</b>	Senior Accountant	<b>Department</b>	Finance
<b>Reporting To</b>	Group Finance & Administration Manager	<b>Document Use</b>	Recruitment, Appraisal, Training

## Role Purpose

To support the integrity, timeliness and accuracy of SIC's financial records and reporting by managing accounting processes, reconciliations, controls, statutory requirements and financial analysis.

## 1. Strategic Contribution

- Support sound financial management through accurate reporting and control discipline.
- Strengthen the reliability of financial information for decision-making and compliance.
- Contribute to efficient month-end, year-end and audit processes.
- Support continuous improvement in accounting processes and financial governance.

## 2. Key Accountabilities

Key Result Area	Core Responsibilities
Financial Reporting & Month-End Close	Prepare monthly management accounts, cash flows, and financial statements under IFRS; review journal entries, schedules and reconciliations; support timely month-end and year-end close; ensure accuracy and completeness of ledger balances and financial records.
General Ledger & Account Reconciliations	Maintain the integrity of the general ledger; perform reconciliations for bank, intercompany, balance sheet and other key accounts; investigate and resolve variances promptly.
Statutory, Tax & Audit Support	Support preparation of statutory schedules - VAT returns, Payroll, TDS (Tax Deducted at Source) Management, tax submissions and audit working papers; liaise with auditors and internal stakeholders to ensure timely completion of audit requirements.
Accounts Oversight & Transaction Control	Review accounting transactions for accuracy, completeness and compliance; support oversight of payables, receivables, payroll inputs or fixed assets as applicable to the structure.
Internal Controls & Compliance	Maintain accounting controls, documentation and supporting records; identify control weaknesses or process gaps and recommend corrective actions.
Budgeting, Analysis & Management Support	Provide financial analysis, variance commentary and reporting support to management; contribute to budgeting and forecasting processes where required.

Key Result Area	Core Responsibilities
Process Improvement & Team Support	Identify opportunities to improve accounting processes, reporting quality and turnaround time; support junior staff development and knowledge sharing where relevant.

### 3. Qualifications, Experience and Competencies

#### Education

- Fully qualified ACCA
- Bachelor's degree in Accounting, Finance or a related field

#### Experience

- Minimum 7 years of post-qualification accounting experience, preferably in a structured corporate environment.
- Experience in financial reporting, reconciliations, audit support and internal controls is essential.
- Knowledge of taxation will be an advantage

#### Technical Competencies

- Financial accounting and general ledger management.
- Preparation of reconciliations and financial schedules.
- Accounting systems and spreadsheet analysis.
- Internal control awareness and documentation discipline.

#### Behavioural and Professional Competencies

- Strong attention to detail and numerical accuracy.
- Analytical thinking and sound problem-solving capability.
- Professional integrity, reliability and confidentiality.
- Ability to work collaboratively with finance and non-finance stakeholders.

### 4. Key Performance Indicators

Performance Area	Illustrative Measures
Reporting Timeliness & Accuracy	Month-end close completed within deadlines; number of material errors or post-close adjustments.
Reconciliation Quality	Percentage of key reconciliations completed on time; ageing of unreconciled items; timely resolution of variances.
Compliance & Audit Support	Quality and timeliness of audit schedules; number of repeat audit issues attributable to accounting processes.
Control & Process Discipline	Adherence to accounting controls, documentation standards and approval requirements.
Value-Added Support	Quality of financial analysis provided; process improvement initiatives implemented.

### 5. Additional Requirements

- Availability to work extended hours during month-end, year-end and audit periods when required.
- Flexibility to support Groupwide initiatives as needed.

### 6. Document Control

Prepared / Reviewed By	Approved By
Name: _____ Title: _____ Date: _____	Name: _____ Title: _____ Date: _____