



# CD JOB DESCRIPTION

## MANAGEMENT ACCOUNTANT

<b>Job Title:</b> CD Management Accountant	<b>Company:</b> Canaan Developers	
<b>Reporting to:</b> CD Finance Manager	<b>Immediate subordinates:</b> N/A	
<b>Key stakeholders:</b> CD SMT and CD Unit Heads		
<b>Job Type:</b> Full-time, <del>Part time</del> , <del>Casual</del>	<b>Work Station:</b> NBO	<b>Travel expected:</b> Yes, No
<b>Contract:</b> Max. 24 months renewable	<b>Estimate hours required per day:</b> More than 12 hours	

### 1. OBJECTIVE OF THE POSITION

A CD management accountant will be a key person in determining the status and success of CD. The role combines accounting and business management skills. A chartered management accountant's role is to look to the future. The holder will analyze the performance of CD and advice on how to prevent problems, adapt to changing circumstances and improve value.

### 2. TASKS TO BE UNDERTAKEN

You will:

- Preparing reports, budgets, commentaries and financial statements.
- Negotiating and obtaining finance for major projects.
- Develop budgets and authorise all LPO's if budget is available.
- Audit financial documents and processes.
- Provide detailed data analysis and reports that track budget trends and forecast future needs so that CD-SMT succeeds to effectively monitor cost and revenue trends.

### 3. QUALIFICATIONS

- You will be qualified accountant with a master's degree from a recognized university.
- You will be a member (in good standing) of a recognized accounting body, for example ICPAK, ICAI, CIMA or ACCA.
- You will have six years' (post accounting qualification) working experience in a financial accounting function.
- You must demonstrate skills to create accurate balance sheets, profit and loss statements and cash flow forecasts.

### 4. KEY OUTPUTS

You will be responsible to present the following every 2<sup>nd</sup> of the month:

- Daily cash position with outstanding bills.
- Pricing decisions and rationale.
- Budget vs actual data reports for every Department at CD and budget projection for the next 12 months.
- Detailed data analysis and reports that track budget trends and forecast future needs.

**Signed: Job Holder:** ..... **Date:** .....

**Signed: Group Managing Director:** ..... **Date:** .....