



# CD JOB DESCRIPTION

## PROJECT ACCOUNTANT

<b>Job Title:</b> CD Project Accountant	<b>Company:</b> Canaan Developers	
<b>Reporting to:</b> CD Finance Manager	<b>Immediate subordinates:</b> N/A	
<b>Key stakeholders:</b> CD COO, CD Technical Manager, Site Staff & Inventory Officers		
<b>Job Type:</b> Full-time, Part time, Casual	<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

This is a significant role at CD as it primarily manages the accounts of the various projects of the organisation. The holder will be mature and experienced. The holder meets and greet more site staff at a CD construction sites than any other leader in Finance. The holder manages site inventory and is the face of finance at project meetings from thought, through launch and finally handover to satisfied client(s). The holder strictly and bravely enforces accounting controls at each stage of the project. The holder will regularly conduct physical stock counts and authorizes all site related purchase requests and review all delivery notes.

### 2. TASKS TO BE UNDERTAKEN

You will:

- Create and authorises access to project accounts in the accounting system.
- Maintain project-related records, including contracts and change orders.
- Authorize the transfer of expenses into and out of project-related accounts.
- Review and approves expenses and supplier invoices related to a project.
- Review and approve time sheets for casual workers related to a project
- Initiate physical stock counts of inventories at every site.
- Liaise with Finance Team for unpaid contract billings from suppliers.
- Advise the management on the profitability of every project and site asset.

### 3. QUALIFICATIONS

- You will be qualified accountant with a bachelor's degree from a recognized university.
- You will be a member (in good standing) of a recognized accounting body, for example ICPAK, ICAI or ACCA.
- You will have two 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:

- Inventory reports that are supported by a reconciled stock report between physical and system balances;
- Listing of unfulfilled purchase requests and approved delivery notes;
- Project Accounts during progress of a project with explanations of variances.
- Close out reports upon project completion.

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

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