

Junior Accountant – Job Description

JOB DETAILS	
Job Title:	Junior Accountant
Reports to:	Accountant / Senior Accountant
Domain:	Finance
Function:	Accounting
Area:	-

JOB PURPOSE
The Junior Accountant will be responsible for providing accounting and financial support to the rest of the company. The colleague holding this position will be expected to handle accounting journals and cash management. The Junior Accountant at Fedshi will enjoy solving for the detailed day-to-day tasks as well as the financial issues. The purpose of this role is to ensure that the company follows solid financial processes and maintains up-to-date journals. The role requires someone who excels at dealing with people as much as analysing and optimising financials.

KEY ACCOUNTABILITIES
Accounting Journals • Process the accounting journals of accounts payables including purchase orders, credit notes, recurring contracts, recurring expenses and ad-hoc expenses on the company's ERP system • Upload sales orders, invoices and payments and other documents related to accounts receivables to the company's ERP system and reconcile amounts and timelines with the e-commerce platform • Liaise with accountants of suppliers, vendors, clients and contractors to manage payment schedules and reconcile accounts on a regular basis • Ensure all invoices are coded and booked to the correct GL code in the ERP system, within the proper cost centre Financial Processes • Prepare the daily payout for resellers, reconciling with the issue management system to withhold non-payable orders, recovering owed amounts and releasing bonuses • Prepare and transfer the monthly payroll for the team with payslips, managing the process with social security and tax authorities • Solve financial issues for suppliers, vendors, clients, contractors, resellers and colleagues that are related to the company's finances • Reconcile the bank, credit card and petty cash accounts with the ERP system on a daily basis, reflecting bank and payment fees • Ensure proper documentation of payables and receivables with stakeholders, issuing in-house invoice and receipt templates for stakeholders that do not have their own documentation • Manage purchase requests for operational and administrative expenses and optimise costs spent on such line items through procurement, negotiations and internal monitoring and control Cash Management • Manage balances across different cash accounts, ensuring enough balance per account to cover the schedule of payables • Work with internal stakeholders to reduce DSO and increase DPO and push suppliers, vendors and contractors towards adopting online payment methods • Prepare cash disbursement orders for internal and external stakeholders using relevant cash accounts • Track and reconcile petty cash floats with owners, ensuring petty cash spending is properly documented and reflected in the ERP system

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QUALIFICATIONS AND EXPERIENCE	
Skills:	• Bachelor's degree required • Strong analytical skills and solid knowledge of bookkeeping • Good technical proficiency, literacy skills and a competent computer user • Good communication and presentation skills • Strong organisational and management skills • Strong ownership attitude with bias for action • Ability to get hands-on in a complex operational environment • Ability to manage multiple tasks and work to tight deadlines
Qualifications:	• Educated to BS/MS level (or equivalent) within a subject relevant to the position such as Accounting, Finance, or Business Management • Relevant accounting experience (at least 1 year professional working experience) • Experience in financial reporting, including preparation and posting of journals and updating reconciliations