JOB DESCRIPTION

Job Title: Head of Accounting and Financial Control Department
Job Level: C
Business Unit: FLUDOR BENIN S.A.
Department: Finance and Accounting Department
Employment Type: Full-time
Location: Cotonou

Job Purpose

Ensure the reliability of the company's accounting and financial information, oversee budget management, control financial operations, provide Management with the analyses required for decision-making, and supervise the accounting team.

Reporting Relationships

Reports to: Finance and Accounting Director
Supervises: Accountants

Working Relationships

Internal:

- Finance and Accounting Director
- Commercial Department
- All other Directorates, Departments, Services and other internal functions

External:

- Banks

RESPONSIBILITIES AND DUTIES

Accounting /Taxation/ Budgets

- Handle, monitor, mentor, and review the local accounting team.
- Manage, track, review, and ensure complete day-to-day accounting in SAP, including sales validation; general ledger accounting; accounts payable (AP); accounts receivable (AR) management; bank reconciliations; loan, credit limit, and interest review, reconciliation, and validation; inventory accounting; inventory controls and reconciliations; fixed asset creation and related accounting; payroll accounting; month-end provision review and reconciliations; and the completion of all month-end closing activities.
- Maintain, prepare, and circulate reports for all the above-mentioned functions.

- Track the entry of accounting documents into the accounting software on a day-to-day basis.
- Assist with monthly accounting closing activities and monthly financial reporting.
- Prepare secondary books of accounts and financial reports in accordance with OHADA regulations.
- Ensure compliance/ filing/ tracking / control of all applicable monthly, quarterly, and annual tax returns, including IS, TVA, WHT, ITS, IRPP, AIB, TIL, and other statutory taxes on timely basis without delay and penalties.
- Maintain costing sheets for manufactured and trading items.
- Participate in cash flow, working capital, and liquidity planning.
- Participate in the annual budgeting exercise and implement effective budgetary controls.

Compliance & Audits

- Ensure accurate compliance with local regulations, tax laws, and OHADA/SYSCOHADA standards.
- Prepare Annual Financial Statements, monitor the preparation of the auditor reports and conclude the audit matters with External Auditors.
- Liaise with External and Internal Auditors ensuring a clean audit report always.
- Coordinate & ensure good co-operation with auditors, regulatory authorities and banks.

Banking

- To manage relationship with Partner Banks and other service providers in relation to settlements and payment.
- Tracking the Facilities/ Bank interest / Bank charges for all banks.
- Support the negotiation with the bank for Interest Rates/ Financing Charges / Facilities.

EDUCATION, KNOWLEDGE, SKILLS, ATTRIBUTES, EXPERIENCE AND OTHER REQUIREMENTS

- Master Diploma in Accounting and Management.
- **10 + years** of professional experience in a similar position.
- Proficiency in **Microsoft Word, Microsoft Excel and SAP**.
- Ability to understand and communicate in English.
- Good knowledge of tax audits/statutory audits and applicable local regulations.
- Experience in the edible oils industry.
- Strong knowledge of accounting and taxation, including accounting standards, tax requirements and financial statements.

- **Leadership and people management:** Ability to supervise, motivate and coordinate an accounting team.
- **Organization and attention to detail:** Ability to manage priorities, meet deadlines and ensure data reliability.
- **Financial analysis:** Ability to interpret financial data to support decision-making.
- **Communication:** Ability to work effectively with different departments, Management, auditors and government authorities.
- **Ethics and confidentiality:** Ability to ensure the integrity and security of financial information.

PHYSICAL REQUIREMENTS

Location: Office-based ☑ | Field-based ☐
Travel: None ☑ | 0%–30% ☐ | 31%–60% ☐ | 61%–100% ☐
Shift/Rotation: Not specified
Work Cycle/Days: Not specified