

**Role** : **General Manager – Accounts**  
**Department** : **Accounts**  
**Qualification**: **CA**  
**Experience**: **25+ years; (education sector preferred)**

**Broad Responsibilities:**

The position is responsible for all areas relating to financial reporting, developing, and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements.

**Main Duties:**

- Managing and overseeing the daily operations of the accounting department.
- Monitoring and analyzing accounting data and producing financial reports or statements.
- To conduct qualitative and quantitative analyses and utilizing results to inform decision-making.
- Responsible for the accurate maintenance of financial records for accounts payable reports and coordination of timely retrieval of documents requested by external auditors.
- Coordinate and complete annual audits.
- Supervises accountants and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner.
- Able to meet tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities.
- Improve systems and procedures and initiate corrective actions.
- Assign projects and direct staff to ensure compliance and accuracy.