

ZCCM-IH PLC

JOB DESCRIPTION

3.4.1 IDENTIFICATION SECTION

JOB TITLE : Financial Accountant

JOB GRADE : ZH4

DEPARTMENT : Finance

3.4.2 JOB PURPOSE

To oversee the period financial reporting required for external and internal reporting. Collects and analyses financial data, ensuring that all reporting is in compliance with International Financial Reporting Standards and applicable regulatory guidelines.

3.4.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Processing	Manages timely processing of payments in order to facilitate procurement of goods and services and meet the company financial obligations. Ensure correct revaluation of foreign denominated accounts and balances at each reporting period
Statutory obligations	Provides tax planning advice with reference to current legislation, as well as tax issues associated with business mergers and acquisitions Compliance with all statutory and tax requirements such as PAYE, WHT, NHI, VAT, NAPSA etc. Ensures that reports, filings and documentation complies with the Group's regulations, professional standards, Companies Act, Public Finance Management Act, Securities Act and GAAP reporting guidelines.
Reconciliation	Review all reconciliations of General Ledger balances to subledgers and reconciles financial discrepancies by analysing accounts.

Reporting	<p>Prepares group/ company financial statements such as such as half yearly, annual and other financial reports in accordance with the applicable laws and regulations.</p> <p>Prepares tax returns for onward submission to tax authorities.</p> <p>Takes responsibility of all other external financial reports from subordinates and ensures that they are signed off by Finance Manager.</p> <p>Analyses, interprets and communicates financial operating results to provide information and guidance to departments and managements.</p> <p>Provides group financial forecasting and risk analysis.</p>
Group Oversight	<p>Support the Financial Manager reporting & analysis, in the preparation, report, and review of monthly, quarterly reporting of the ZCCM-IH group tax position.</p> <p>Takes ownership for the year-end reporting and assisting with the Group financial statement audit process.</p> <p>Works with subsidiaries to resolve findings on financial matters and reports to management on the status of the Group Internal Audit Correction Grid on a monthly basis.</p> <p>Ensures that consistent and standardized processes exist across the ZCCM-IH group regarding the preparation of annual reports and other external reporting.</p>
Compliance with accounting standards, policies, procedures and applicable laws and regulations.	<p>Ensures that accounting/treatment of all transactions are in compliance with IAS, IFRS, group policies and applicable tax laws.</p> <p>Serves as subject matter expert for accounting questions and valuation, audit matters.</p> <p>Ensures that any changes in the company/ group's circumstances, legislation, regulations, financial reporting standards and policies are incorporated in the systems and processes across the ZCCM-IH group.</p>
External and internal audit	<p>Provides an annual audit plan (AGM Roadmap) by June of every year.</p> <p>Manages group/ company internal and external audits and provides requested information/ including addressing audit matters timely.</p> <p>Provides financial information to management by compiling and presenting reports, strategic plans and financial statements</p>
Other responsibilities	<p>Manages subordinate staff in day to day performance of their work</p> <p>Preforms other responsibilities as assigned.</p>

3.4.4 REPORTING RELATIONSHIPS

- a) Finance Manager – Reporting & Analysis
- b) **Other Jobs Reporting to (4a) above:**
Finance Manager – Planning & Analysis
- c) **Number and level of immediate subordinates:**
Assistant Accountant

3.4.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualification:**
Grade 12 certificate
Full professional qualification such as ACCA or CIMA
Bachelor's degree in Accountancy will be an added advantage
Professional Membership
- b) **Minimum Relevant Pre-Job Experience:**
3 years' experience in a similar position.
- c) **Skill Specifications:**
 - Communication and interpersonal skills
 - Analytical skills
 - Computer skills
 - Coaching / delegation skills
 - Drive and enthusiasm with a can-do attitude
- d) **Other Attributes (Personality Traits)**
 - Integrity
 - Conscientious

Job Holder's Name: Job Holder's Signature:

Supervisor's Name: Supervisor's Signature:

Date of Issue: