

Job Specification: Accountant

Team	Finance
Contract	Permanent
Remuneration	Attractive
Location	Addis Ababa
Grade	Accountant
Reports to	Finance Head
Start date	ASAP
Number	1

About R&D Group

R&D is a purpose driven company that has been operating in Ethiopia since 2010. We are daughter company of the Dutch-based consultancy firm RBD consultancy; on a mission to construct next generation enterprises with unrivalled efficiencies by providing highly refined business solutions customized to each client. We are the perfect partner to link you with top-quality personnel that adds amazing value to your process while also enhancing the development of our team.

We are conglomerate corporation that assists firms in running more efficiently, implementing responsible business practices, and thriving in their competitive areas. We provide our clients with Data, analysis and strategies that enable them to outperform their competition, develop the next generation of talent, and make positive impact in their areas of operation.

Job Recruitment

- Bachelor's degree in accounting and finance
- 3-5 years' experience
- Full time
- In person

Job Description

- R&D Group is currently seeking a skilled and experienced Accountant to join our team. As an accountant, you will play a pivotal role in overseeing the financial operations of the company. Your responsibilities will include for Prepare tax documents and online report, managing Bank reconciliation, preparing financial reports Monitors revenues of the Sales Management timely and in accordance with provisions of the relevant laws, legislation, and regulations; and reflects the same on to the accounting records., and ensuring compliance with financial regulations. Additionally, you will collaborate with internal teams, to maintain strong financial controls and drive the financial health and success of the organization. an Accountant reports directly to the Finance Manager.

Desired Skills & Experience

- Strong communication skills both written and oral
- Organized, detail oriented and able to analyze various data.
- Sense of responsibility and Proactive problem solving
- Minimum 3-year experience in finance, accounting, monthly close, and financial reporting is preferred.
- Being a team player along with having the capability to work independently when necessary and being able to work under pressure.
- Understanding of accounting and financial process
- Competency with MS Office products
- Proficiency in accounting software, Peachtree
- Outstanding knowledge and understanding of IFRS

Duties and responsibilities

- Complying with all financial regulations
- Complying, analyzing, and reporting financial data
- Creating periodic reports
- Maintaining accurate financial records
- Prepare tax documents. And online report
- Keeping informed about current legislation relating to finance and accounting
- Prepare cheques, payment letters and RTGS forms.
- Prepare withholding tax voucher.

