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JOB VACANCY FORM

☑ Full-time

Job Title: Accounting Manager
for a major Steel Corporation
in The Republic of Angola - Africa

Application Deadline: 28/05/2014

Reference Number: 190514-19

Company Description

TYPE: ☑ Multinational

INDUSTRIAL SECTOR: Steel Trade & Manufacturing in the Republic of Angola - Africa

BRIEF FIRM PROFILE/DESCRIPTION:
Leader of steel distribution destined to civil construction in Angola and has been in the market for the past 2 decades.
Also has a production unit for the steel cut and bend.
Part of a group also involved in Real estate development

Job Description

BRIEF JOB DESCRIPTION:

- Provide financial information to management by researching and analyzing accounting data; preparing reports
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future costs, revenues and expenses
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- Report to management regarding the finances of establishment
- Build/maintain sound policies and strong control systems to optimize the working capital and cash management, including budgeting, audit, tax, accounting, costing, procurement, insurance...
- Ensure timely submission of consolidated budgets and financial analysis reports to top management
- Oversee treasury and keep the management informed of banks terms, loans status, cash flow, and currency risks...
- Resolve complicated accounting issues and assist other personnel withheld with different responsibility in letting the financial transaction run smoothly.
- Monitor entries in the general ledger on a monthly basis to ensure accuracy of posting.
- And other related Accounting/Finance tasks

**JOB LOCATION(S):**
City: Luanda
Country: The Republic of Angola – Africa

**DEGREE:**
- Bachelor
- Master
- Doctoral Degree
- Undergraduate Student/ Degree not Necessary
- Teaching Diploma

**MAJOR/ EMPHASIS:** University degree in Business Accounting/Finance. Maters in Finance or MBA or CPA is required

**WORK EXPERIENCE:** Minimum 5 years experience as a Finance/Accounting Manager

**SKILLS:**
- Languages Skills: English / French is a plus. Portuguese is a plus
- Computer Skills:
  - Trustful with high ethical values
  - Hard worker and dynamic. Ability to work under pressure. Flexible in working hours
  - Meet deadlines and able to thrive in a fast-paced work environment
  - Strong Organization skills and Time Management
  - Strong personality with ability to manage teams

**SALARY**
Basic Salary Range: USD 4,000 (Negotiable based on Experience and Qualifications)
Other benefits include:
- Accommodation
- Health Insurance
- Return Ticket
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- Food Allowance

**WORKING DAYS:** MONDAY TIL SATURDAY

**WORKING HOURS:**
How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 190514-19

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.