

JOB VACANCY

Assistant Finance Manager

Location: Based in Monrovia with travel visit to project sites

Contract Type: Definite Contract

Job Reference N0: Assistant Finance Manager - BV2401

Closing Date: November 30, 2024

Responsible to: Finance Manager – Administrative & Functional

Responsible For: Finance Officers, Accountant, Finance Assistants and Finance Intern

Objective

The job incumbent is responsible to maintain all the accounting records. S/He will work and supervise the day-to-day accounting activities and make sure that all tasks are performed efficiently. He/she will also carry out other financial tasks and operation support. He / She usually carries out his / her task independently, with minimum supervision.

S/He will perform the job in the framework of the BV WAF standards, the Code of Ethics and the BV Group policies.

Job Requirements

- Assist the FM in Budget preparation, forecast and tender/offer
- Monitoring day-to-day accounting activities. Make sure that all daily, weekly and monthly tasks are performed efficiently and sent to SSC on time.
- Carry out daily accounts and balances analysis
- Make sure that all entries in the accounting system are properly captured in the right account and on time. And NO CUT OFF
- Make sure that all financial transactions and documents are saved on SharePoint daily

- Carry out GUARD monthly, semi-annual and annual control
- Carry out internal control. Make sure that the Bureau Veritas Finance policy is strictly followed for all financial transactions with proper approval and documentation attached.
- Carry out monthly closing, balance sheets and P&L to analyze and send report to the FM
- Ensure that statutory payments (Tax, Social & Medical Insurance) are affected monthly, and all legal requirements are consistently met.
- Ensure that partnership agreements are consistent with Bureau Veritas's standards.
- Provide training support to staff members regarding financial processes.
- Provide technical support to junior staff within the finance department.
- Coordinate statutory filings, internal and external audit.
- Provide support for operations and other department projects.
- Carry out additional duties delegated by the FM while present or absent
- Carry out additional duties and functions that the management of BV may deem necessary at any other location as the above tasks are not exhaustive and can be modified or increased based on management's needs.

Academic Qualifications

- Master's degree in finance, Auditing, Business Administration, Accounting, ACCA/CPA preferred or equivalent, or other related discipline.
- Communication, Computer Literate (MS Office), Team Player, Listening,
- FLEX , SAP

Professional Experience

- Minimum of 5 years' experience in a similar position with a reputable organization or multinational Companies.
- Proven experience in people management.
- Proven experience in working with project-based management an advantage

Personal Skills

- Ability to deliver results under pressure.
- Strong interpersonal skills and the ability to work in a multicultural environment.
- Ability to cope with stress and stay calm and polite even in high workloads or stressful situations.
- Possess integrity.
- Strong team building skills

Language

English, however, written and verbal fluency in French will be an asset.

Notice

Bureau Veritas encourages a positive workplace culture to increase inclusivity and diversity within its workforce. Qualified candidates are encouraged to apply.

Application Process

Please send electronic copies of a motivation letter, CV, scanned copies of all academic papers and contact details of 2 professional referees to recruitmentlr@bureauveritas.com, reference

“Assistant Finance Manager - BV2401”.