



ALPHA POLYPLAST LTD.

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P.O. BOX 71400, NDOLA, ZAMBIA.
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Finance & Accounts Manager Position

REPORTS TO : Managing Director

JOB BRIEF

The primary responsibility of this position will be maintaining day to day Finance, accounting and administration duties under the guidance of the Directors.

RESPONSIBILITIES / SPECIFIC DUTIES

Accounting & Finance

- Ensure compliance and consistency with company policies and procedures
- Record and account for daily transactions, ensuring accuracy and completeness of required files and supporting documentation serving as evidence of transactions.
- Ensure sound cash management of local transactions and maintain petty cash.
- Process cash disbursements in accordance with financial management policies and established approval levels.
- Maintain Cash flow controls and provide daily cash and bank positions.
- Document financial transactions by entering account information.
- Submit Petty cash report at end of every week to Director.
- Prepare daily reports on raw material. Format available.
- Keep filing of all accounting paperwork on daily basis.
- Ensure all statutory obligations are filed on time and (NAPSA, PAYE, VAT, Workers' Compensation) are up to date.
- Manage and oversee payroll inputs such as hours worked, overtime for contract employees and prepare monthly payroll.
- Managing inventory records of materials received such as Goods Received Notes (GRN).
- Provide Creditors and debtors position middle of each month.
- Carry out banking duties for the company, such as drawing cash for petty cash, checking balances, preparing bank transfers, banking cheques or cash and liaising with bank officials on company matters.
- Monthly stock takes of raw materials, finished goods, work in progress, tools and accessories and stores on last Friday of each month.

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- Prepare financial information for monthly management accounts such as balance sheet, Profit and Loss statement and other reports including KPI's by 10th of each month for previous month.
- Prepare and submit reports to the Director.

Office Administration

- Responsible for all matters related to administration.
- Making rounds of the factory plant and ensure all is in order and to report any unusual issues to operations manager or director.
- Follow up with customers on debtor collections
- Maintain finance and administration files.
- Liaise with HR officer on any employee related matter.
- Carry out any other tasks as assigned by the Directors.

EDUCATION QUALIFICATION AND WORK EXPERIENCE

- Holder of a Bachelor's degree in accountancy, full CA Zambia, ZICA Professional, ACCA or CIMA. Possession of MBA (Finance) would be an added advantage
- Must be a paid up member of ZICA
- At least five years' experience in a similar capacity

Apply with Resume and references to the Managing Director at info@alphapolyplast.com

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