

<b>Job Position: Project Controller – Togo</b>
<b>Reporting to: Senior Manager – Finance</b>
<b>Key Responsibilities</b>
<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>• Set up the Accounting Books and the ERP implementation for Local Companies</li> <li>• Arrange all projects accounting, and maintain records and ledgers for all financial transactions of the project into Accounting System-D365</li> <li>• Maintain Project Costs Capitalization as per OHADA and ensure proper amortization</li> <li>• Produce Monthly Accounting as per OHADA and arrange monthly reporting as per IFRS</li> <li>• Prepare monthly, quarterly and annual financial reports for Group Reporting and Lenders</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Prepare bank reconciliations on a monthly basis</li> <li>• Maintain proper reconciliation for Intercompany Transactions</li> <li>• Overall responsibility for day-to-day administrative operations, such as invoicing, payroll and other transactions</li> </ul> <p><b>Tax</b></p> <ul style="list-style-type: none"> <li>• Ensuring compliance with statutory law and financial regulations</li> <li>• Liaise with tax consultants for timely tax filing, staff tax implications, WHT and VAT</li> <li>• Liaise with tax consultants for any communication with tax authorities</li> </ul> <p><b>Audit</b></p> <ul style="list-style-type: none"> <li>• Liaising with external auditors for Statutory audit execution (as per OHADA)</li> <li>• Liaising with external auditors for Group Reporting Audit (as per IFRS)</li> </ul> <p><b>Banking</b></p> <ul style="list-style-type: none"> <li>• Ensure Bank Accounts Management as per Accounts Agreements in place</li> <li>• Handle bank payment preparations (Onshore &amp; Offshore bank accounts)</li> <li>• Act as Point of Contact with Banks for daily transactions</li> </ul> <p><b>Treasury</b></p> <ul style="list-style-type: none"> <li>• Responsible for Treasury Forecast as per Payments Schedules (Contractors, Project &amp; Office related Costs, Debt Service)</li> <li>• Prepare cash calls from Shareholders</li> <li>• Coordinate with the banks for drawdown of loans, and reporting on covenants Planning</li> <li>• Collaborate with Operation, Delivery, Project Development, Finance teams to prepare estimates and meet financial goals.</li> </ul>

- Perform project monitoring and data collection to determine if a project is progressing according to budget, and reporting variances to executive
- Implement approved financial policies, procedures, processes, frameworks, and internal controls covering all financial areas of activity to ensure compliance

Person Specification	
<b>Minimum Experience</b>	<ul style="list-style-type: none"> <li>• 6 / 7 years work experience in accounting</li> </ul>
<b>Minimum Education</b>	<ul style="list-style-type: none"> <li>• Bachelor of Master related to Accounting / Finance / Economics</li> <li>• <b>Accounting professional qualification (must have)</b></li> </ul>
<b>Required Role Related/Technical Skills</b>	<ul style="list-style-type: none"> <li>• <b>OHADA and IFRS accounting standards</b></li> <li>• Accounting software <b>Microsoft Dynamics 365</b></li> <li>• MS Office Suite (<b>Advanced Level on Excel is a must</b>)</li> </ul>
<b>Interpersonal/ Behavioural Skills</b>	<ul style="list-style-type: none"> <li>• <b>Strong Oral &amp; Written communication in ENGLISH</b></li> <li>• Organization and planning</li> <li>• Accountability</li> <li>• Attention to detail</li> </ul>