

JOB OPPORTUNITY FEMALE ACCOUNTANT

Form Ghana is an **FSC certified**, internationally leading forest Plantation Company started in 2007 and managing 20,000 hectares of land with 10,000 hectares reforested with teak and indigenous tree plantations and nature conservation areas.

Form Ghana Limited seeks the expertise of a female accountant to join its team and assist in Accounting and Finance operations.

Job Title: Female Account Assistant

Job Grade: B5

Job Location: Sunyani –Bono Region

Job Description:

- Forex management
- Computation and payment of WHT
- Management of Petty cash accounts
- General cash/bank management
- Bank reconciliation statement preparation
- Sales and all sales related documentation
- Assist in end of year financial audit
- Preparation of Asset register
- Filing of all receipts & other relevant documents
- Computation & payment of all statutory payments (ie. PAYE, SSF Tier 1& 2)
- Flight ticketing for all FG/FI staff and management of logistics
- Responsible for all internet and other communication issues (MTN)

Requirement

- A minimum of HND in Accounting from a recognized institution
- At least 5 years or more working experience in the Accountant position
- Experience of working with large pool of people
- Thorough knowledge of basic accounting procedures and principles
- Experience of creating financial statements
- Experience of managing Petty cash
- Good knowledge of Tax laws and regulations
- Good knowledge in Tally ERP9 is an added advantage

Proficiencies



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- Computer Literate (good knowledge in MS Word and Excel)
- Good Planning, Reporting, Communication and Time Management Skills
- Deadline-Oriented
- Confidentiality
- Data Entry Management
- Accuracy and attention to details
- Initiative
- Teamwork
- Critical thinking and problem solving skills

Deadline:

Thursday 2nd May, 2019 at 12:00 noon

Form Ghana offers

- A full-time position as Accountant
- A good work climate with perspectives for further development

Job Location

Sunyani –Bono Region

Contact

We invite you to send your application (with motivation) and CV to:
m.awuni@formghana.org/s.ampofo@formghana.org

or posted to:

The Human Resource and Development Manager

Form Ghana Limited

P. O. Box SYI 211

Sunyani

Note:

Applicants who do not hear from us in two weeks after the deadline (16th May, 2019) were not selected.



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