

Job Details

- Name of the Position: Finance Executive
- Eligibility Criteria :

1. Need to have a Valid Passport

2. Male candidate due to Bachelor Accommodation Status.

3. Minimum one year of Industrial training experience/ 1 Year Experience in a Company pre-CMA qualification.

- CTC (per annum)

Particulars	Amount in USD PM	Amount in USD PA	Amount in INR PA (USD/INR @ 88)
In Hand Salary	2000	24000	2,112,000
Income Tax Paid by Company	174	2,082	183,233
Food Expenses brone by company	174	2,087	183,652
Bachellier Accomodation brone by company	300	3,600	316,800
Air Ticket -Annual Leave (Actual)		800	70,400
CTC		32,569	2,866,085

- Job Location; Libreville ,Capital City of Gabon (Central Africa)
- Number of Vacancies (tentative) - 1
- Job Description



Job Title: Finance Executive



Job Summary:

The Finance Executive is responsible for maintaining the financial integrity of the organization by managing accounting operations, financial reporting and compliance. A key focus area includes **Accounts Payable (AP)** — ensuring timely, accurate, and compliant vendor payments while maintaining strong internal financial controls.



Key Responsibilities:

1. Accounts Payable Management

- Process supplier invoices, purchase orders, and payment vouchers accurately.
- Verify and reconcile vendor statements and resolve discrepancies.
- Ensure payments are made on time while optimizing cash flow.
- Maintain proper documentation for all payable transactions.
- Coordinate with procurement and operations teams for invoice approvals.

- Monitor advances, debit notes, and aging of payables.
- Support internal and external audits of AP transactions.

2. Accounting & Bookkeeping

- Maintain day-to-day accounting records and ledgers.
- Record journal entries and ensure accurate classification of expenses.
- Perform monthly bank and intercompany reconciliations.
- Assist in month-end and year-end closing processes.

3. Financial Reporting

- Prepare financial statements (focus on Cash Flow).
- Assist in management information system (MIS) reporting.
- Analyze variances between actual results and budgets.

4. Compliance & Audit

- Ensure adherence to company policies and local statutory requirements.
- Assist in tax compliance — VAT, withholding tax
- Support both internal and external audit processes.

5. Treasury & Cash Flow

- Monitor daily cash flow and bank positions.
- Prepare payment runs and cash requirement forecasts.
- Liaise with banks for fund transfers, letters of credit, and reconciliations.

6. Cross-Functional & Management Support

- Collaborate with procurement, HR, and operations for financial alignment.
- Provide timely and accurate financial data to management for decision-making.



Key Skills

- Strong knowledge of **Accounts Payable**, general ledger, and reconciliation.
- Proficient in **MS Excel** and financial reporting tools.
- Detail-oriented with strong analytical and problem-solving skills.
- Good communication and vendor management abilities.
- Integrity, confidentiality, and adherence to deadlines.



Reporting To

- Financial Controller