



ATC NIGERIA

JOB DESCRIPTION

Job Title:	Management Reporting Accountant
Oracle Title:	. Accountant Management Reporting
Department:	Accounting/Finance
Reports To:	Manager, Finance Operations
Prepared By:	Human Resources

SUMMARY:

The Management Reporting Accountant is responsible for extracting and analyzing information for the monthly/quarterly financial reports, to analyze and interpret Grid energy, Operations and Maintenance (O&M) expenses, and other direct costs identifying over/under spends and trends using this information in respect of direct expenses to make recommendations to the Financial Manager and Departmental heads for corrective action. Provides support for the Budgeting/Planning process. This position works closely with the Manager, Finance Operations and Manager, Financial Accounting & Reporting the to ensure all objectives are met.

ESSENTIAL DUTIES:

- Effective self-leadership as an individual contributor in a high-performance environment.
- Provision of support for extracting information for the monthly/quarterly financial reports.
- Analyze, interpret and report on Operations and maintenance expenses.
- Analyze, interpret and report on Revenue and direct costs.
- Provision of support for the Planning/Budgeting process.
- Prepares reports by collecting, analyzing, and summarizing data and trends.

GENERAL RESPONSIBILITIES:

- All employees must live ATCs Core Principles and work proactively in a customer-related way in accordance with adopted procedures and best practice.
- To work co-operatively with colleagues and external stakeholders to promote ATC Nigeria's overall business objectives
- To ensure that confidentiality is respected and maintained at all times.

OTHER:

- Other duties as assigned.

COMPETENCIES:

- Integrity and friendly approachability.
- Ability to work with functional groups and different level of employees throughout the ATC Nigeria organization to achieve business results effectively and professionally
- Strong follow-up skills; ability to organize applicable department timelines and follow up with internal and external customer needs as needed
- Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
- Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast paced environment



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- Working knowledge of IFRS
- Organizational Skills
- Verbal and written communication
- Proficiency in MS Office Applications
- Proficiency in ATCSA relevant systems
- Attention to detail
- Accuracy
- Ability to work in a fast-paced environment and meet deadlines
- Analytical skills
- Advanced Excel skills
- Self-motivated, able to work both independently to complete tasks and respond to department requests as well as collaborating with others to utilize resources and knowledge in identifying high quality solutions.

EDUCATION AND EXPERIENCE:

- Accounting Degree or partly qualified ICAN (Institute of Chartered Accountants) or ACCA (Association of Chartered Certified Accountants)
- 4+ relevant years of experience as an finance / accounting analyst with ERP experience preferable.

ENVIRONMENT:

Approximately 70-80% performed in climate-controlled internal office environment working under normal office conditions. Approximately 20-30% travel within Nigeria may be required in support of the position's responsibilities.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands and finger to feel and handle; reach with arms and hands; talk and hear. While performing the duties of this job, the employee frequently is required to stoop, kneel, and crouch; lift weight or exert a force up to a maximum of 15 KG.

ADDITIONAL:

ATC Nigeria is a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with the company's business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

The incumbent must be flexible as there may be workweeks that require more than 40 hours to ensure the position's expectations and responsibilities are met.