JOB DESCRIPTION

Job Title **FINANCE OFFICER**

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Position Title: Finance Officer	**Band:** C1
Business Group: Oil & Fats	**Business:** Oil & Fats
Department: Finance	**Location:** Berbera, Somaliland
Administrative Reporting: JM	**Functional Reporting:** AM

JOB SUMMARY (Brief about the job)

A competent professional with 3 to 5 years of relevant experience in cost accounting & budgeting. Responsible for performing all costing activities and ensure that product costing performed timely & accurately. Review the BOMs and Routing in ERP system on periodical basis.

ROLES & RESPONSIBILITIES

1. Understand the production process accurately.
2. Preparation and review of Weighted average cost of Oils on weekly and monthly basis in ERP system with an assurance to provide correct view on SKU Costs
3. Preparation and review of landed cost for all imported materials and ensuring that custom duty charged/exempted correctly.
4. Reconciliation of Intercompany transactions and balances
5. Review of Inventory Ageing on timely manner to ensure the sufficient provision for non-moving inventory in accordance with Corporate guidelines.
6. Review & analyze Factory overhead cost
7. Prepare and provide costing of existing SKUs and new products, whenever it requires, to Sales Team on timely manner.
8. Preparation of Oil procurement tracker In line with Supplier Oil contract list to track and update the weightage average cost of Oils.
9. Tracking Insurance claim on inventory with assurance that insurance was claimed for all stock damages due to various reasons, and co-ordinate with insurance team for timely receipt of claims.
10. Review and alert the sales & marketing team where the SKUs are near to expiry.

QUALIFICATIONS (Education - Technical Skills - Experience - Certificates)

Work Experience:

- 3 - 5 years of experience.

Education:

- Bachelors in accounting or Certification in ACCA

This document covers the main duties of the post which are not limited and restricted to what mentioned but indicative, so that in addition, there are other assigned duties that may be required at any time as per business need and function nature.

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COMPETENCIES

- Excellent verbal & written communication skill
- Positive team player
- Maintain high level of professional integrity
- Cost Accounting & Internal controls
- Proficient in word, power point & Excel
- Good system knowledge (ERP)

KPIS

• Accuracy in computation of Weighted average cost of Oils by tracking down oil procurement tracker
• Preparation and analysis on SKU costing and Factory overhead
• 100 Percent accuracy on transactions
• Variance analysis & MIS reporting

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