



**TARTOUS CONTAINER TERMINAL
Job Description – Accounting Manager**

JOB TITLE	Accounting Manager
LOCATION	Administration and Finance Department
WORK SCOPE	Overall in-charge of the accurate recording of all accounting transactions leading to the timely preparation of Financial Statements for the following: <ul style="list-style-type: none"> • Internal and external reporting in accordance with International Accounting Standards • Statutory reporting to Syrian government and other regulatory offices/agencies • Tax compliance • Consolidation to Manila head office requirements • Budgeting
SUBORDINATES	A team of accountants and accounting clerks varying in number according to the requirements and growth of the organization
REPORTING TO	Chief Financial Officer
ACADEMIC QUALIFICATIONS	Graduate of any reputable college or university with degree of Bachelor of Science in Accountancy or equivalent
EXPERIENCE	At least 6 years experience in similar position. Previous audit experience from leading auditing firms is a plus.
SPECIALIST KNOWLEDGE	Chartered accountant. Solid knowledgeable in International Accounting Standards, Syrian taxation, and other local regulatory requirements
MEDICAL	A degree of physical fitness is required (may ask to work long hours) Good vision – correction aids acceptable No history of mental conditions
JOB CONTENT	<p><u>Principal duties:</u></p> <ol style="list-style-type: none"> 1. On a daily basis, approves accounts payable and check vouchers after checking appropriateness of supporting documents and in accordance with Company's approval matrix 2. Performs bank reconciliation statements and other financial schedules needed in the month-end closing of the book of accounts 3. Prepares journal voucher entries and other adjustments needed to complete the accounting transactions for the month 4. Finalizes financial statements and budget reports 5. Prepares quarterly payment and remittances of committed fees to Tartous Port General Company 6. Prepares tax forms and other tax requirements 7. Supervises and evaluates the performance of the accounting staff and recommend appropriate action <p><u>Combination tasks:</u></p> <ol style="list-style-type: none"> 1. Coordinates the compliance and submission of requirements to the appropriate Syrian Government Agencies <p><u>Other duties:</u></p> <ol style="list-style-type: none"> 1. Performs other accounts analysis and special projects assigned by Management