

Job Advert: Finance Officer

A printing and branding company is urgently looking to fill the position of Finance Officer. The Finance Officer will be responsible for ensuring smooth day-to-day financial and operational activities by maintaining accurate financial records, managing petty cash, handling supplier invoices, and supporting real-time job costing and pricing controls. The role oversees sales tracking, prepares financial reports, manages VAT schedules, and follows up on client receivables to ensure timely collections. It also involves active inventory and procurement management, including maintaining stock records, conducting stock takes, and reconciling material usage for jobs. Additionally, the position provides administrative support through proper filing, coordinating logistics, and maintaining office supplies. Only potential candidates that meet the minimum requirement will be contacted. If you do not get a response within 1 week of submission, please consider your application unsuccessful.

Reports To: General Manager

Location: CBD

Contract Type: Full-time

Fill this pre-screening questionnaire: [Finance Officer \(Pre-Screening Questionnaire\) – Fill in form](#)

Key Responsibilities

A. Financial Management & Bookkeeping

- Maintain accurate and timely financial records including petty cash, sales, expenses, supplier payments, and client receivables.
- Prepare daily petty cash postings and reconciliations, ensuring proper filing of ETR receipts and supporting documents.
- Process supplier invoices and generate payment schedules in collaboration with the HQ Finance team.
- Support real-time job costing, monitoring, and pricing adjustments as guided by management.
- Track daily sales and prepare comprehensive daily, weekly, and monthly financial reports for management.
- Support in the preparation of VAT schedules, ensuring compliance and completeness of tax records.
- Follow up on accounts receivables, generate statements of accounts, and engage clients for payment follow-ups.
- Assist in internal and external audit processes by providing timely, organized financial documentation and reconciliations.

B. Inventory & Procurement Management

- Maintain up-to-date stock records for consumables, raw materials, and finished products.
- Prepare stock movement reports, monitoring job material usage against approved costing sheets.
- Conduct periodic physical stock takes and reconcile discrepancies.
- Track supplier deliveries, ensuring accurate receiving, documentation, and stock updating.

C. Administrative Support

- Maintain physical and electronic filing systems for financial and operational documents.
- Support in coordinating logistical arrangements for jobs, deliveries, and staff movements.
- Prepare and manage office supply requisitions, ensuring optimal stock levels for operational continuity.

Qualifications & Experience

- CPA part 2 or Bachelor's degree in Accounting, Business Administration, Finance, or related field.
- Minimum 2–3 years of practical experience in accounting, finance administration, or business operations roles.
- Strong understanding of bookkeeping, financial reconciliations, and job costing.

- Experience in inventory and procurement processes is a strong advantage.
- Proficiency in QuickBooks or similar accounting systems.
- Strong command of Microsoft Office applications, especially Excel, Word, and Outlook.