



Sharaf Shipping Agency  
*Second to none, because seconds matter!*

# **JOB DESCRIPTION FOR FINANCE MANAGER - MAURITANIA**



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## **I. Function**

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The Finance Manager duty is to ensure compliance and accuracy of all financial, accounting, fiscal and analytical treatment and reporting of all financial operations of Sharaf Shipping Agency in Mauritania.

## **II. Relationship**

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- Functionally: Reporting directly to the Regional Finance Head.
- Organizationally: Reporting to General Manager

## **III. Responsibilities & Duties**

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The duties and responsibilities include but are not limited to:

- Receive all supporting documents for financial transactions.
- Perform the necessary checking before data entering:
  - Check the exhaustiveness of supporting documents;
  - Verify the existence of all necessary authorizations;
  - Ensure the matching between all the supporting documents (Invoices, Purchase Orders, Delivery Notes, Contracts etc.) concerning the amounts and quantities ;
  - Check the accuracy of the calculations;
  - Ensure the validity of the taxes in term of its chargeability and its rate uniformity;
- Prepare and validate the accounting documents.
- Enter all accounting transactions data in the ERP.
- File and keep track of all accounting documents with supporting documents; of all daily, monthly and annual transactions, including the supporting documentation for bank statements' reconciliations and for loans.
- Complete the period end closing activities to ensure that –
  - Revenue is recognized appropriately;
  - AP activities are completed, and costs recognized / accrued for, as applicable;
  - Entries for cash and bank are posted and Bank Reconciliations completed for active accounts;
  - Capitalization of Fixed Assets or posting to CWIP completed on a case to case basis;
  - Calculation of accruals pertaining to employee benefits including leave salary, bonus provisions and retiral benefits;
  - Period end Trial Balance and MIS reports are delivered to HO team.
- Manage day-to-day activities in treasury functions to meet the financial obligations of the organization:
  - Perform treasury activities related to cash flow, borrowings, debt, and capital management;
  - Allocate cash balances;
  - Maintain investment records;
  - Prepare expenses and earnings forecasts;
  - Determine procurement of funds.
- Conduct all finance operations to support shipping agency and freight forwarding operations, including but not limited to the following –



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- Invoicing customers;
- Preparation of Proforma Disbursement Account and Final Disbursement Account;
- Preparing and submitting SOA to the Principal and carrying out reconciliations for variations;
- Tracking Accounts Receivables and ensuring timely collections for due amounts;;
- Following up for overdue accounts and escalating where required;
- Tracking voyage accounts and timely posting to the AR / AP account;
- Ensuring timely payments to the Port Authority.
- Ensure compliance with local tax and applicable regulations, including but not limited to the following-
  - Filing periodic Tax Returns for Direct and Indirect taxes;
  - Timely deposition of applicable taxes to the Government Exchequer;;
  - Compliance with local labor laws
  - Timely deposition of CNSS contributions to the Government Exchequer.
- Work with the country GM for the following activities :
  - Financial monitoring and Budgetary control Statement;
  - Periodic statements of cash flow and financial situation;
  - Support Annual Budget preparations;
  - Support for the periodic Board Meeting pack.

#### **IV. Qualification and Behavior**

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- 3 to 5 Years' experience as a Chief Accountant or Assistant Finance Manager.
  - University degree in Finance or Certified Public Accountant.
  - Good command on IFRS accounting principles.
  - Liasing with the Statutory Audit firm for annual financial statements. Exposure to global Big 5 accounting firms will be an added advantage.
  - Excellent knowledge of MS Office and office management software (ERP etc.).
  - Good ability to read, write and understand English.
  - Excellent organization and detail-oriented skills.
  - Excellent communication skills.
  - Ability to work under pressure and at flexible hours.
  - Ability to lead a mid-sized finance team as and when required.
  - Ability to work with cross functional teams and support the GM in achieving business objectives.
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