

JOB VACANCY

HDC (161)-HR/IU/2021/127
24th March 2021

**Lease Management Officer
Accounting & Finance****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in Accounting/Finance or relevant field or ACCA/CIMA/CPA qualified **(OR)**
2. Diploma or MNQF Level 5 Qualification in Accounting/Finance or relevant field or ACCA/CIMA/CPA partially qualified with minimum 2 years' experience in relevant field.

OVERALL SCOPE

Handle the Lease Management Unit responsibilities under the instruction of the supervisor.

SCOPE OF WORK

- Co-ordinate with other relevant employees/Departments and maintain up to date records of leased properties & revenue receivable properties other than loan customers (i.e Invoicing, Monthly reconciliation, Relevant Monthly reports, Payment details and data base updating).
- Pass journal entries, reconcile customers' payment details and prepare customer statements and send to customers on a regular basis/Upon requests/when required.
- Prepare necessary Schedules related to lease customers.
- Reconcile, Close Accounting & prepare & send invoices on regular basis & ensure all lease rental properties and other incomes are completely updated and reconciled in system (excel & ERP system), & it is fully functioned.
- Follow up on rent revision and make necessary changes.
- Prepare, check and send customers due details to Debt collection unit/Relevant Departments on monthly/Regular basis and coordinate with Debt collection unit for recovery and update customer records.
- Coordinate with customers on a daily basis to resolve issues.
- Manage day-to-day operations of leasing and ensure maximum optimization of resources.
- Assist with financial and Audits and preparation of required schedules.
- Follow up on New Agreements/Addendums and check on the related clauses to ensure recording of financial entries as per standards, policies. And prepare Agreement assessment report on monthly basis.
- Check the accuracy of the related accounts & reports.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of GAAP, IAS & IFRS.
- Computer literacy in accounting packages: preferably Dynamics, Tally knowledge.
- Familiar with accounting software's.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be able to work as an individual and as a flexible team player
- Strong communication skills (verbal as well as written)
- Should be able to priorities tasks and manage one's own time effectively

SALARY PACKAGE:

Gross Salary between 12,500.00 to 18,125.00 based on qualification and experience.

Application Process

Send the job application along with your updated CV and relevant supporting documents (Educational Certificates, ID Card copy and previous employment reference letters etc.) via the link (<https://rb.gy/3rwlrv>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 31st March 2021 (Wednesday)

Time: 14:00hrs