

## **JOB ADVERTISEMENT**

### **Job Description**

Title: Account Payable Officer  
Report to: Senior Accountant/Finance Manager  
Locations: Kumasi, Ghana

Premier Poultry aims to be the leading smallholder-focused poultry company in Ghana. Our purpose is to make rural households healthier and wealthier, and we achieve this by supplying them high-quality, vaccinated, brooded, and affordable improved dual-purpose chickens.

Premier Poultry is backed by reputed international investors with a proven track-record of success in the poultry industry, including market-leading enterprises in Ethiopia (EthioChicken), Rwanda, and Uganda (Uzima).

We are seeking to employ highly motivated, passionate, committed, result-oriented and self-driven professional to help us establish our presence in the rural and urban communities across the country.

The Junior Account Payable Accountant will work closely with the Senior Accountant in the Finance Department and he/she will be responsible for managing PPL's accounting operations, including recording, posting, adjusting, reconciling, and reporting all financial information. The Account Payable Officer will report to the Senior Accountant regarding all work schedules. This position demands a high level of professionalism, commitment, and motivation as well as requires consistency and efficiency. It also requires a very independent individual with initiative, high energy, judgement, consistent hunger for results and an ability to work under pressure.

### **Job Description**

#### **Financial Function**

##### *Revenue recognition*

- Book sales orders on Xero Accounting system
- Verify customer payments before Orders are confirmed for delivery
- Ensure that all current customers have Xero AR balance
- Ensure that early customer payment is booked under unearned revenue
- Create sales invoices based on confirmed orders

##### *Bank reconciliation*

- Ensure timely and accurate posting of financial record in Xero Accounting system
- Prepare weekly and monthly bank account reconciliations

##### *Accounts payables*

- Ensure timely processing of monthly team facilitation and other critical expenses (e.g., taxes, key suppliers, transporters)
- Post vendor invoices in Xero before processing payments
- Process Vendor payments after approval

### *Policy implementation*

- Implement and maintain accounting policies and processes in compliance with both IFRS and local regulatory guidance
- Foster appropriate internal control systems and financial procedures
- Maintain appropriate Company documentation and compliance with regulatory and tax-related requirements
- Ensure that internal reporting deadlines are met. Eg weekly and monthly submission of reports

### *External Stakeholder Management*

- Maintain relationships with key business partners (including banks, auditors, vendors and regulatory bodies)
- Support in providing information to external auditors during annual audits

### *Other tasks*

- Support the Finance Manager during month end reporting
- Participate in monthly stock taking
- Carry out any other activities as assigned from time to time

### **Qualifications and Competencies**

- ✓ Bachelor's or Master's degree in Accounting or Finance from an accredited university
- ✓ Chartered Accountant (or path to it) required
- ✓ Possess agility and ability to prioritize
- ✓ Analytical and problem-solving skills
- ✓ Experience with developing, implementing, and executing effective internal controls
- ✓ Comfortable with change and quick learner of new skills, processes, tools, and accounting concepts
- ✓ Strong computer skills, including proficiency in Excel (pivot tables, lookups, etc.)

### **Experience**

- ✓ Require 1+ years of work experience in an accounting role

### **The right Candidate should have the following:**

- **The Passion to learn and grow:** There will be ample opportunity to grow in this role, as we expand into new markets which will give you more experience to be an expert for the business.
- **Quick and adaptive Approach:** As PPL is growing fast, priorities shift and there will be constant re-evaluation of our approach to business, hence you will enjoy a flexible environment with enthusiastic new challenges.



- **Passionate about positively impacting smallholder farmers and customers in rural areas:** You will be excited by the possibility of directly impacting millions of Ghanaians, thereby helping them to build a sustainable livelihood, as well as improve their nutritional value.

### How to Apply

We are an equal opportunity employer who welcome applications from all qualified candidates with the requisite skills enshrined in this job advertisement. Interested candidates should submit their Updated CV and Cover Letter with the job title to [careers@premier-poultry.com](mailto:careers@premier-poultry.com) not later than 30<sup>th</sup> May, 2025.

Please note that only short-listed candidates will be contacted and women will be prioritized.