

## **JOB ADVERTISEMENT**

### **Job Description**

Title: Account Receivable Officer  
Report to: Senior Accountant/Finance Manager  
Location: 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.

### **Job Summary**

The Account Receivable officer is responsible for inventory under IFS which must be done in accordance with the company's policies, reconcile accounts, reporting on inventories, preparation of balance sheet reconciliation and Profit & Loss Accounts. He/she will assist the finance team with its stipulated task to achieve an excellent result. 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**

#### *Revenue recognition*

- Oversee order dispatch processes from an accounting and financial perspective, including:
- Final approval of all orders to be released for dispatch, confirming full cash payment received in advance.
- Ensure timely recognition (<24 hours) of inbound payments from PPL's customers via the online banking platform and/or MoMo Pay

#### *Field inquiries from the field team regarding customer payments*

- Monitor product price schedule to ensure appropriate booking of quantity sold
- Ensure the timely (daily) posting of transactions is maintained
- Ensure the correctness and completeness of all entries
- Review dispatch reports from the field sales team
- Oversee the invoicing of both Agents and Export sales
- Oversee the filing of sales invoice paperwork from the field sales and operations team
- Conduct a weekly and monthly reconciliation of receivables and customer ledgers
- Review the revenue recognition process and SOP, identify bottlenecks, and suggest improvements as needed
- Share monthly AR report with management, collection steps taken to date
- Lead the collection process to recover outstanding or aged receivables
- Oversee weekly and monthly bank reconciliation

### *Reporting*

- Produce weekly Dear Vs Xero Sales reconciliations
- Produce monthly Customer prepayment reconciliation report
- Produce monthly AR report reconciled with Xero Balance sheet GL
- Produce monthly sales order cycle reports

### *Other tasks*

- Handle other tasks as may be delegated from time to time.
- Responsible for detailed customer list, including up to date customer (phone number, region, district, etc) and sales team information
- 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
- ✓ Proficient in French
- ✓ 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 2+ 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.

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