



Our Ref: A&A/PDSL/JD/28/03/2025

Dear Candidate

Our client a prestigious dental clinic is searching for a Finance and Accounts Officer to be the point of contact for the finance Department, please see JD below for necessary information

Job Description: Finance and Accounts Officer

Position: Finance and Accounts Officer
Reports To: Director Finance & Strategy

Job Summary: The Finance and Accounts Officer will be responsible for managing the financial health of the dental clinic. This role involves maintaining accurate financial records, preparing financial reports, managing budgets, and ensuring compliance with financial regulations. The ideal candidate will possess strong analytical skills, attention to detail, and a solid understanding of financial principles and accounting practices.

Key Responsibilities:

1. **Financial Management:**
 - Oversee daily financial operations including invoices, billing, and collections.
 - Manage accounts payable and receivable (suppliers, service providers, insurance companies, debtors, etc).
 - Ensure timely and accurate processing of payroll.
2. **Accounting:**
 - Maintain accurate and up-to-date financial records.
 - Prepare monthly, quarterly, and annual financial statements and reports.
 - Reconcile bank statements and manage cash flow including petty cash.
3. **Budgeting and Forecasting:**
 - Assist in the preparation of the clinic's annual budget.
 - Monitor and report on budget performance, highlighting any variances.
 - Provide financial forecasts to assist in decision-making.
4. **Compliance and Auditing:**
 - Ensure compliance with all financial regulations and standards.
 - Prepare for and coordinate external audits.
 - Maintain proper documentation and record-keeping for audit purposes.
5. **Financial Analysis:**
 - Conduct financial analysis to support business decisions.
 - Analyze clinic financial data to identify trends and opportunities for improvement.
 - Use available data to review the costing and pricing procedures against market prices.
 - Provide financial insights and recommendations to the management team.



6. Systems and Processes:

- Implement and maintain effective financial systems and processes.
- Continuously improve financial processes to enhance efficiency and accuracy.

Qualifications:

- Bachelor's degree in finance, Accounting, or a related field.
- Professional accounting qualification (e.g.CPA) is preferred.
- Minimum of 3-5 years of experience in finance or accounting, preferably in a healthcare or clinic setting.
- Proficiency in accounting software and Microsoft Office Suite (especially Excel).
- Strong knowledge of financial regulations and standards.
- Excellent analytical and problem-solving skills.
- High attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

Working Conditions:

- Full-time position.
- Office environment within the dental clinic.
- Occasional requirement to work outside regular hours to meet deadlines.

Suitable and qualified candidates should apply through careers@abdul-associates.com and send CVs and academic papers (attachment should not exceed 2MB).