



## Job Description

<b>Job Title:</b>	<b>Senior Inventory Accountant</b>	<b>Job Level:</b>	Executive
<b>Department/Division:</b>	Finance	<b>Location:</b>	Head Office
<b>Report to:</b>	Accounting Manager	<b>Work Type:</b>	Office Time

### Job Description:

#### ❖ **Responsibility:**

- Maintain updated and accurate records of inventory, including all the movements and adjustments.
- Review the stocktake results and raise adjustments for quantity discrepancies between stock and records
- Reconcile the records of inventory between data on accounting systems and operational systems and physical stock
- Co-operate with other related teams/ departments to generate inventory reports to provide reports monthly to the management
- Ensure the systems compute costs of inventory accurately based on applicable costing method.
- Implement improvement systems and processes to reduce inventory loss, while minimizing costs and maximizing working capital.
- Other ad hoc duties relating to inventory as assigned by Financial accounting manager.

#### ❖ **Requirement:**

- At least 3 years of experience in accounting or auditing – Big 4 experience is a plus.
- Bachelor/College Degree – ACCA certificate is a plus.
- Attention to details;
- Ability to work under pressure;
- Positive attitude;
- Good communication, negotiation skills;
- Proactive and having high sense of responsibility, trustworthy and team work spirit ;
- Analytic and Problem solving skills;
- Ability to reading and writing English
- Hands on experience with computerized accounting systems.