

## **General Manager and Accountant**

*Manufacturing Company*

Location: Lome, Togo

### **1- General Manager**

Major: degree in Economics, Business Administration, Engineering Management, or any related field

Experience: 15-18 years of professional experience, including a minimum of 3 years in a similar leadership role.

Major Responsibilities:

- Develop and implement the company's strategy in alignment with the decisions of the Board of Directors.
- Lead the creation and execution of a comprehensive strategic action plan, identifying key growth opportunities and optimizing resource allocation.
- Establish and monitor the company's overarching policies, ensuring adherence to financial management and administrative standards.
- Ensure full compliance with legal obligations as an employer, including labor laws and company agreements.
- Provide leadership to department heads, driving performance, operational efficiency, and profitability across the organization.
- Cultivate a strong company culture, uniting employees around a shared vision, and effectively managing organizational change.
- Lead negotiations and finalize company agreements in collaboration with union representatives.

Additional Requirements:

- Proficiency in both French and English.
- Extensive experience in the food production and distribution industry, with a comprehensive understanding of the sector's unique challenges and opportunities.
- Proven experience in the African market is necessary, with deep knowledge of regional dynamics and business practices.
- Familiarity with the Togolese market is an added advantage.
- Exceptional management skills with a strong foundation in accounting, operations, and marketing, and a deep understanding of the company's industry.
- Expertise in negotiation, corporate law, and labor law.

### **2- Accountant:**

Major: degree in Business Administration, Accounting, or any related field

Experience: 3- 5 years of relevant accounting experience

#### Major Responsibilities:

- Handle day-to-day accounting operations, including accounts payable/receivable, general ledger entries, and bank reconciliations
- Prepare monthly, quarterly, and annual financial statements and reports
- Support budgeting and forecasting processes
- Ensure compliance with local tax and regulatory requirements
- Coordinate with external auditors and assist in annual audits
- Perform basic administrative tasks such as document filing, office coordination, and record keeping
- Support procurement and logistics documentation as needed
- Liaise with suppliers, service providers, and internal teams for payment and administrative matters

#### Additional Requirements:

- Fluency in French is mandatory
- Strong knowledge of accounting software and Microsoft Excel
- Prior experience in the manufacturing sector is a strong advantage
- Experience working in Africa is a plus

#### How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802