

Accounting Operations Analyst

Purpose:

The Accounting Operations Analyst maintains accurate and timely execution of Accounting Operations activities across Order-to-Cash and Event Settlement, Payables and Payroll, and Capital and Fixed Assets accounting cycles, by processing transactions, performing reconciliations, supporting period-end closing activities, and ensuring compliance with approved accounting policies, internal controls, and applicable accounting standards.

Key Responsibilities:

Order-to-Cash & Event Settlement Responsibilities:

- Record customers invoices in the Accounts Receivable subledger with accurate posting.
- Record credit and debit memos in the Accounts Receivable subledger in accordance with approved documentation.
- Validate customer receipts and record collections in the Accounts Receivable subledger accurately.
- Monitor collection status and follow up on outstanding Accounts Receivable balances in coordination with relevant stakeholders.
- Record event-day settlements based on approved settlement reports.
- Record deferred revenues in line with applicable accounting standards.
- Record revenue-share adjustments in accordance with contractual terms and accounting policies.
- Reconcile ticketing revenues against bank receipts received from Planning, Budgeting & Treasury (PBT).
- Reconcile POS revenues against bank receipts received from PBT.
- Reconcile sponsorship and other event-related revenues against bank receipts received from PBT.
- Perform settlement accounting activities and clear unmatched or pending revenue items.
- Process approved customer write-offs in accordance with the Delegation of Authority (DoA).
- Maintain accurate and up-to-date customer master data in financial systems.
- Prepare Accounts Receivable aging schedules on a periodic basis.
- Solve Accounts Receivable discrepancies and reconciliation differences prior to period-end close.

- Perform Accounts Receivable reconciliations as part of month-end and year-end closing activities.
- Maintain complete, accurate, and audit-ready documentation for all revenue transactions, settlements, and reconciliations.

Payables & Payroll Responsibilities:

- Validate vendor GRN/Work Confirmation and support documentation prior to recording transactions.
- Record vendor invoices in the Accounts Payable subledger with accurate posting.
- Record vendor credit and debit memos in the Accounts Payable subledger in accordance with approved documentation.
- Perform three-way matching (Purchase Order – Invoice – GRN/Work Confirmation) to ensure accuracy and completeness of vendor invoices.
- Validate general ledger and cost center coding for Accounts Payable transactions.
- Coordinate with Procurement, Project Owners, and Planning, Budgeting & Treasury (PBT) to ensure approved payments are accurately recorded.
- Track advances, retentions, and milestone-based payments and ensure proper reconciliation with related contracts or projects.
- Record payroll accounting entries based on approved Human Resources inputs, including salaries, allowances, leave, and end-of-service benefit (EOSB) accruals.
- Coordinate payroll and statutory payment confirmations with Planning, Budgeting & Treasury (PBT).
- Perform Accounts Payable and payroll reconciliations as part of period-end closing activities.
- Support internal and external audit queries related to payables and payroll transactions.

Capex & Fixed Assets Responsibilities:

- Maintain accurate and complete fixed asset register data, including asset location, historical cost, residual value, useful life, and responsible business unit.
- Ensure asset master data remains aligned with approved capitalization policies, depreciation methods, and accounting standards.
- Manage accounting records for asset lifecycle movements, such as transfers, retirements, impairments, revaluations, and disposals, in accordance with International Financial Reporting Standards (IFRS) and approved accounting policies.
- Ensure ongoing alignment between accounting asset records and operational asset tracking records maintained by Operations or Facilities teams.

- Perform periodic validation and reconciliation of fixed asset master data to identify inconsistencies or control gaps.
- Maintain complete audit trails and support documentation for all asset balances and movements.
- Identify and escalate discrepancies impacting asset valuation, classification, or accountability in a timely manner.
- Record construction and fit-out expenditures upon invoice validation, ensuring accurate linkage to approved project codes, cost centers, budgets, and project milestones.
- Perform periodic review and reconciliation of WIP balances to identify assets eligible for capitalization in line with approved accounting policies.
- Validate completeness and approval of supporting documentation (e.g., completion certificates, handover reports, project close-out confirmations) prior to asset recognition.
- Coordinate with project teams and relevant stakeholders to confirm milestone achievement and readiness for capitalization.
- Ensure capitalization entries comply with approved accounting standards, capitalization thresholds, and internal controls.
- Flag discrepancies, delays, or missing documentation impacting capitalization timelines and escalate as required.
- Support period-end and year-end close activities related to fixed assets, including depreciation accuracy and balance validation.
- Maintain clear audit trails supporting capitalization decisions for internal and external audit purposes.

Reporting & Dashboards:

- Prepare and update periodic reports and dashboards for accounting operations in line with approved templates and schedules.
- Compile, validate, and structure source data used in KPI calculations and reporting outputs.
- Calculate and populate KPIs and metrics in accordance with approved definitions and methodologies.
- Perform data checks and highlight data gaps, inconsistencies, or anomalies affecting reporting quality.
- Maintain reporting trackers, dashboards, and version control.
- Support management and audit requests by providing reporting outputs and underlying data.

- Implement approved updates to reports, dashboards, and KPIs as directed.

Requirements

- A bachelor's degree in accounting, Finance, or a related field is required.
- 4+ years of relevant experience