

JOB DESCRIPTION	
Position Title	ACCOUNTANT
Location	LIMURU
MAIN PURPOSE OF THE POSITION Maximizing the Accounts section of the organization's accounts department through book keeping and reporting.	
ROLES AND RESPONSIBILITIES	
➤ Keenly review accounting documents to ensure information accuracy. ➤ Budget and Cash-flow management. ➤ Revenue Collection and confirmation. ➤ Verify figures and balances and rectify discrepancies. ➤ Petty cash management. ➤ Assist in implementation and enforcement of internal financial controls. ➤ Ensure all banking are done within the stipulated time and related documents filed. ➤ Ensure all physical opening stocks are fed onto the system and are accurate. ➤ Ensure all sale out are fed onto the system. ➤ Coordinate and manage payment and billing details of external service providers, contractors, and vendors. ➤ Reconciliation of purchases to ensure they comply with the company performance to ensure the company is making profits. ➤ Assist in implementation and enforcement of internal financial controls. ➤ Ensure all sale out are fed onto ERP system. ➤ Regularly share accurate and timely reports on sales-team collection status. ➤ Preparation and claiming of VAT reports. ➤ Responsible for filing claims on withholding and VAT taxes. ➤ Cheques depositing. ➤ Undertaking and confirming bank transfers. ➤ Update adhoc.	

➤ Prepare and share accurate sales and collection reports on performance for the team.	
<u>DESIRED QUALIFICATION & EXPERIENCE</u>	
<u>EDUCATION</u>	
➤ B. A Accounting/ Finance or related course ➤ 2-3 Years practical experience in accounting. ➤ 1-2 Years in a Busy industry. ➤ CPA section completed or ACCA Part 2.	
<u>KNOWLEDGE AND SKILLS</u>	
<u>SKILLS</u> • Excellent Communication and Interpersonal Skills • Excellent time management and organizational skills. • Attention to details • Proficient problem-solving skills. • Professionalism.	
<u>KEY PERFORMANCE INDICATORS</u>	
KEY RESULT AREA	
Accounts report	• Accuracy and timeliness of daily, weekly, monthly and annual sales report to help the management make relevant decisions.
Compliance	• Preparation and timely submission of sales reports. • Accounting issues resolution. • Compliance to company rules and regulations.