JOB DESCRIPTION	
Position Title	**ASSISTANT CCOUNTANT**
Location	**KIAMBU**
Role Overview	The accounts assistant will participate in verifying transactions, managing financial records, and contribute to preparation and submission of financial statements to support business decisions.

ROLES AND RESPONSIBILITIES

- Processing Payable and Receivables
- Invoicing clients.
- Participate in accounting statements preparation.
- Quality control and checks by ensuring compliance.
- Budget and Cash-flow management.
- Revenue Collection and confirmation.
- Verify figures and balances and rectify discrepancies.
- Assist in implementation and enforcement of internal financial controls.
- Ensure all banking are done within the stipulated time and related documents filed.
- Coordinate and manage payment and billing details of external service providers, contractors, and vendors.
- Assist in implementation and enforcement of internal financial controls.
- Preparation and claiming of VAT reports.
- Responsible for filing claims on withholding and VAT taxes.
- Ensure cheques are deposited on time and to the advised banks.
- Undertaking and confirming bank transfers.
- Reconciliation of purchases to ensure they comply with the company performance to ensure the company is making profits.
- Prepare and share accurate sales and collection reports on performance for the company.

DESIRED QUALIFICATION & EXPERIENCE

EDUCATION	
➢ B. A Accounting/ Finance or related course ➢ 1-2 Years practical experience in accounting. ➢ 1-2 Years in a Busy industry. ➢ CPA section completed or ACCA Part 2. ➢ Good communication and expressive skills in English and Swahili.	
KNOWLEDGE AND SKILLS	
SKILLS • Excellent Communication and Interpersonal Skills • Excellent time management and organizational skills. • Attention to details • Proficient problem-solving skills. • Professionalism.	
KEY PERFOMANCE INDICATORS	
KEY RESULT AREA	
Accounts reporting	• Accuracy of daily, weekly, monthly and annual reports to help the management make relevant decisions.
Financial Accuracy	• Minimal or no errors in reconciliations. • % of errors in accounting journals/invoices.
Compliance	• Preparation and timely submission of reports. • Accounting issues resolution. • Compliance to company rules and regulations.
Timeliness of Reports	• Reporting cycle time. • Adherence to meeting stipulated reports submission periods. • Invoices and quotations.