

<u>JOB DESCRIPTION</u>	
Position Title	ACCOUNTANT- PRODUCTIONS
MAIN PURPOSE OF THE POSITION	To oversee and improve our costing and financial management procedures in our manufacturing division.
<u>ROLES AND RESPONSIBILITIES</u>	
➤ Monitor inventory levels and cost variances, participate in physical inventory counts, and reconcile inventory records. ➤ Analyze actual manufacturing costs and prepare reports comparing them to standard costs, identifying reasons for variances. ➤ Calculate and evaluate manufacturing costs and prepare regular reports. ➤ Comparing standard costs to actual production costs. ➤ Review and analyze inventory and margin reports. ➤ Identify opportunities for cost reduction and improved efficiency within production and operational processes. ➤ Provide product costing data for pricing decisions and other strategic business initiatives ➤ Perform analytical studies in regards to cost analyses and profitability. ➤ Coordinate with IT and Finance department to ensure reliable and consistent management of the accounting system. ➤ Budget and Cash-flow 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.	

➤ 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. ➤ Prepare and share accurate sales and collection reports on team's performance.	
<u>DESIRED QUALIFICATION & EXPERIENCE</u>	
<u>EDUCATION</u>	
➤ B/ A Accounting/ Finance or related course ➤ 2-3 Years practical experience in cost-accounting in a manufacturing company. ➤ CPA completed or ACCA Part 2. ➤ Proficiency in using different accounting software. ➤ Good communication and expressive skills in English and Swahili.	
<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.
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