

<b>JOB DESCRIPTION</b>	
<b>POSITION TITLE</b>	<b>COST ACCOUNTANT</b>
<b>LOCATION</b>	<b>NAIROBI</b>
<p><i><b>Role Brief:</b></i> our cost accountant will work closely with other accountants in the organization to analyze, calculate, and report on production costs, inventory, and expenses towards ensuring optimal operational efficiency, budgeting, cost efficiency, and business profitability.</p>	
<b>ROLES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Product costing, standard cost updates, analysis of cost variance, and preparation of cost reports.</li> <li>➤ Handling inventory accounting, reporting, and reconciliations.</li> <li>➤ Performing month-end closing activities and ensuring financial accounting related to revenue and costing is completed in a timely and accurate manner.</li> <li>➤ Analyzing reports and tools that identify cost exceptions and working with cross-function teams to predict and improve the cost of production.</li> <li>➤ Perform inventory valuation, reconciliation, and assist with physical and cycle counts to ensure the accuracy of inventory accounts.</li> <li>➤ Assist in the preparation of manufacturing budgets and forecasts, and monitor actual versus budgeted expenses.</li> <li>➤ Support the monthly close process by reviewing and reconciling cost accounts, preparing journal entries, and ensuring compliance with accounting standards.</li> <li>➤ Work with cross-functional teams, such as operations and procurement, to provide cost data, identify cost-saving opportunities, and support financial decision-making.</li> <li>➤ Establishing the standard costs of services or products</li> <li>➤ Establish and update the business projection by updating on sales progression, revenue, and expenses.</li> <li>➤ Ensure all banking are done within the stipulated time and related documents filed.</li> <li>➤ Ensure all physical opening stocks are accurate and shared out.</li> <li>➤ Ensure all sale out are fed onto the system.</li> </ul>	

- 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.

### **REQUIREMENTS & SKILLS**

- Proven experience in cost accounting within the manufacturing industry.
- Strong knowledge of standard costing, variance analysis, and inventory valuation.
- Highly analytical with a strong attention to detail.
- Ability to meet deadlines, work independently, and communicate effectively.
- Strong organizational and problem-solving skills..
- Excellent communication, negotiation, and interpersonal skills.
- Ability to thrive in a fast-paced and dynamic environment.
- Presentation skills

### **Cost Accountant Education Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Advanced proficiency in Microsoft Excel and experience with ERP systems.
- Knowledge and experience in general accounting books reconciliations.
- CPA section 1 completed or ACCA Part 2.

### **Key Performance Indicators**

- Reporting on cost and efficiency.
- Improvement on costing expenses.
- Reporting on business inventory and progress.
- Availability of standard stock.
- Compliance to business and national standards,