
Job Ref. No. ACC/001

Job Location: Limuru

Role Setting: FMCG/Beverage sales sector

Position: Accountant

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We have an exciting career opportunity for an **Accountant** within the **Finance Department** for our client who is in FMCG dealing with beverage sales based in **Limuru**. The position holder will report to the **Finance Manager** and will be based at the client's offices in Limuru town and would therefore be a suitable opening for an individual close to the proximity.

Role Purpose

The Accountant will be responsible for daily financial operations, ensure accurate recording of sales, manage accounts, and perform sales vs finances reconciliations in a fast-paced FMCG distribution environment.

Main Responsibilities

- ✧ Accurately and timely conduct M-pesa and bank reconciliations.
- ✧ Regularly share accurate and timely reports on sales-team collection status.
- ✧ Prepare and post invoices, receipts, payments, and bank reconciliations.
- ✧ Perform accurate and timely route settlement for the sales teams.
- ✧ Collect and verify cheques brought from customers for banking purposes
- ✧ Ensure banking is done on time and accurately.
- ✧ Follow up on credit notes.
- ✧ Support accounts payable and accounts receivable functions.
- ✧ Assist with stock and inventory accounting for beverage products.
- ✧ Prepare statutory deductions and support tax compliance.
- ✧ Assist in month-end and year-end closing processes.
- ✧ Support preparation of financial reports and management accounts.
- ✧ Ensure compliance with company financial policies and procedures.
- ✧ Perform other accounting duties as assigned by the Finance Manager.

Key Competencies

1. Confidentiality.
2. Strong ethic standards.
3. Attention to detail and accuracy.
4. Strong communication and interpersonal skills.
5. Ability to prioritize tasks and manage time effectively.
6. Analytical and problem-solving skills.
7. Team player with a positive attitude and willingness to learn.

Qualifications

1. Bachelor's degree in Accounting, Finance, or a related field
2. CPA Part I or II (or equivalent) is an added advantage
3. Minimum 3 years' experience in accounting (FMCG, manufacturing, or distribution preferred)
4. Strong knowledge of accounting principles and financial reporting
5. Proficiency in accounting software and MS Excel