
Job Location: Limuru

Position: Internal Accountant

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We have an exciting career opportunity for an **Accountant** based in **Limuru** to be part of our client's finance department to assist in their finance reporting procedures.

Role Purpose

The accountant will be responsible for daily financial operations, risk identification, management & reporting, basic reconciliations, ensure adherence to regulatory accounting standards by the business.

Main Responsibilities

- ✧ Accurately and timely conduct bank reconciliations.
- ✧ Prepare, analyze and submit weekly and monthly ageing reports
- ✧ Prepare monthly vendor reconciliation statements
- ✧ Prepare monthly purchases VAT inputs.
- ✧ Support accounts payable and accounts receivable functions.
- ✧ Bookkeeping- Receive, review and verify farmer GRNs, ensure they are posted in the business' accounting system.
- ✧ Ensure timely settlement of bills as per credit terms.
- ✧ Handle all vendor inquiries relating to farmers and other service providers.
- ✧ Verify purchase prices of all products to ensure consistency.
- ✧ Prepare and share vendor reconciliation statements regularly.
- ✧ Ensure accurate, safe, and confidential storage of GRNs, invoices, and other accounting documents.
- ✧ Assist with stock and inventory accounting for 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.

Key Competencies

1. Confidentiality.
2. Positive attitude with strong agility and willingness to learn.
3. Strong ethical standards.

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

Qualifications

1. Bachelor's degree in Accounting or Finance.
2. CPA certification.
3. Minimum 3 years' experience in accounting (Agribusiness, FMCG setup preferred).
4. Strong knowledge of accounting principles and financial reporting metrics.
5. Proficiency in accounting software and MS Excel.