

	JOB DESCRIPTION
POSITION TITLE	Accountant- Manufacturing Accounting personnel
SECTOR	Manufacturing Sector
LOCATION	Outskirts of Nairobi
<p>The accountant will be responsible for cost analysis and management in our business unit which entail analysis, calculation, raw materials costing, expenses management, and end-to-end inventory management. Generally, the business is looking for an accountant who will responsibly spearhead the cost efficiency elements of the business to align profitability.</p>	
<u>Main Duties and Responsibilities</u>	
<ul style="list-style-type: none"> ➤ Basically, perform elements of product costing in terms of sourcing for raw materials and other suppliers. ➤ Inventory management: check and run the inventory of the business to advise on sales and profitability. ➤ Calculate cost and advice on optimal costing for the products and services offered by the business. ➤ Manufacturing reporting: analysis of cost variance, and preparation of cost reports. ➤ Spearhead monthly stock takes to determine quantity of stocks held by the business to evaluate and advice on the performance. ➤ Manufacturing budgeting: prepare and run the budgets for manufacturing elements including raw materials. ➤ Performing month-end closing activities and ensuring financial accounting related to revenue and costing is completed in a timely and accurate manner. ➤ Analyzing reports and tools that identify cost exceptions and working with cross-function teams to predict and improve the cost of production. ➤ Support the monthly close process by reviewing and reconciling cost accounts, preparing journal entries, and ensuring compliance with accounting standards. ➤ Work with cross-functional teams, such as operations and procurement, to provide cost data, identify cost-saving opportunities, and support financial decision-making. ➤ Suppliers' payment: coordinate and manage payment and billing details of external service providers, contractors, and vendors. 	

REQUIREMENTS & SKILLS

- Proven experience in 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.

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 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,