

JOB DESCRIPTION	
Position Title	ASSISTANT CCOUNTANT
Location	OUTSKIRTS OF NAIROBI
Role Overview	The accounts assistant will participate in verifying transactions, managing financial records, and contribute to preparation and submission of financial statements to support business decisions.
ROLES AND RESPONSIBILITIES	
➤ Processing Payable and Receivables ➤ Invoicing clients. ➤ Participate in accounting statements preparation. ➤ Budget and Cash-flow management. ➤ Revenue Collection and confirmation. ➤ Verify figures and balances and rectify discrepancies. ➤ Ensure all banking are done within the stipulated time and related documents filed. ➤ Coordinate and manage payment and billing details of external service providers, contractors, and vendors. ➤ Preparation and claiming of VAT reports. ➤ Responsible for filing claims on withholding and VAT taxes. ➤ Ensure cheques are deposited on time and to the advised banks. ➤ 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 performance for the company.	
<u>DESIRED QUALIFICATION & EXPERIENCE</u>	
<u>EDUCATION</u>	
➤ B. A Accounting/ Finance or related course ➤ 1-2 Years practical experience in accounting. ➤ 1-2 Years in a Busy industry.	

- CPA section completed or ACCA Part 2.
- Good communication and expressive skills in English and Swahili.

KNOWLEDGE AND SKILLS

SKILLS

- Excellent Communication and Interpersonal Skills
- Excellent time management and organizational skills.
- Attention to details
- Proficient problem-solving skills.
- Professionalism.

KEY PERFORMANCE INDICATORS

KEY RESULT AREA	
Accounts reporting	• Accuracy of daily, weekly, monthly and annual reports to help the management make relevant decisions.
Financial Accuracy	• Minimal or no errors in reconciliations. • % of errors in accounting journals/invoices.
Compliance	• Preparation and timely submission of reports. • Accounting issues resolution. • Compliance to company rules and regulations.
Timeliness of Reports	• Reporting cycle time. • Adherence to meeting stipulated reports submission periods. • Invoices and quotations.