
Position: Accountant

Job Location: Kiambu

Supervisor: General Manager

Industry: Real Estate

Availability: Immediate Hire

Role Purpose

We have an exciting opportunity for an accountant for our client in manufacturing industry to support their daily financial functions regarding production costing, financial reporting, banking, reconciliation, and expenses management to support decision-making.

Main Responsibilities

- Critically analyze and advise on products costing and prepare cost reports.
- Analyze reports with cross-function teams to predict and improve the cost of production.
- Inventory management: perform inventory valuation, reconciliation, and assist with physical cycle counts to ensure the accuracy of inventory accounts.
- Assist in the preparation of manufacturing budgets and forecasts, and monitor actual versus budgeted expenses.
- Work with cross-functional teams to identify cost-saving opportunities, and support financial decision-making.
- Establish and update the business projection by updating on sales progression, revenue, and expenses.
- Ensure all banking are done within the stipulated time and related documents filed.
- Performing month-end closing activities related to financial accounting in a timely and accurate manner.
- Purchases confirmation and suppliers' reconciliation.
- Ensuring KRA and accounting standards compliance through preparation of VAT/W/T reports.
- Petty Cash management.
- Client invoicing for our services and products.
- Any other responsibility that may be assigned to you aligned to the role.

Key Competencies

1. Great attention to details.
2. Strong communication and interpersonal skills.
3. Ability to prioritize tasks and manage time effectively.
4. Analytical and problem-solving skills.

5. Team player with a positive attitude and willingness to learn.
6. Excellent Communication and Interpersonal Skills
7. Excellent time management and organizational skills.
8. Proficient problem-solving skills.
9. Professionalism.

Qualifications

- B/A Accounting/ Finance or related course
- 2-3 Years practical experience in accounting.
- CPA completed or ACCA Part 2.
- Knowledge on use of ERP systems
- Experience: previous experience in KRA compliance duties.
- Strong IT proficiency in Microsoft Excel and PowerPoint