

<b>JOB DESCRIPTION</b>	
Position Title	<b>ACCOUNTANT</b>
Location	<b>LIMURU</b>
Immediate supervisor	<b>FINANCE HEAD</b>
<b>MAIN PURPOSE OF THE POSITION</b>	
Maximizing the Accounts section of the organization's accounts department through book keeping and reporting.	
<b>ROLES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Keenly review accounting documents to ensure information accuracy.</li> <li>➤ Budget and Cash-flow management.</li> <li>➤ Revenue Collection and confirmation.</li> <li>➤ Verify figures and balances and rectify discrepancies.</li> <li>➤ Petty cash management.</li> <li>➤ Assist in implementation and enforcement of internal financial controls.</li> <li>➤ Ensure all banking are done within the stipulated time and related documents filed.</li> <li>➤ Ensure all physical opening stocks are fed onto the system and are accurate.</li> <li>➤ Ensure all sale out are fed onto the system.</li> <li>➤ Coordinate and manage payment and billing details of external service providers, contractors, and vendors.</li> <li>➤ Reconciliation of purchases to ensure they comply with the company performance to ensure the company is making profits.</li> <li>➤ Assist in implementation and enforcement of internal financial controls.</li> <li>➤ Ensure all sale out are fed onto PAS.</li> <li>➤ Regularly share accurate and timely reports on VSMs collection status.</li> <li>➤ Preparation and claiming of VAT reports.</li> <li>➤ Responsible for filing claims on withholding and VAT taxes.</li> <li>➤ Cheques depositing.</li> <li>➤ Undertaking and confirming bank transfers.</li> <li>➤ Update adhoc.</li> <li>➤ Prepare and share accurate sales and collection reports on performance for the team.</li> </ul>	

**DESIRED QUALIFICATION & EXPERIENCE**

**EDUCATION**

- B/A Accounting/ Finance or related course
- 2-3 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 report

- Accuracy and timeliness of daily, weekly, monthly and annual sales report to help the management make relevant decisions.

Compliance

- Preparation and timely submission of sales reports.
- Accounting issues resolution.
- Compliance to company rules and regulations.