

ROBEN ABERDARE KENYA LIMITED

RECRUITMENT OF ACCOUNTANT

Our client is one of the leading companies in Building and Civil Contractors in Kenya. It is searching for competent **Accountant** to prepare financial reports according to IFRS and the finance policy.

The Job Profile

Functional Purpose

Reporting to the Finance Manager and based in Nyeri, the accountant shall prepare and examine financial records, ensure information recorded is actual, modern, accurate and complete in compliance to International Accounting Standards and International Financial Reporting Standard. Must share the information at the right time for business decision making.

Key roles

- Receive all business transaction data and document in relevant financial system.
- Prepare monthly accounts and tax returns (VAT, PAYE and Corporate).
- Ensure adherence to statutory deductions regulations.
- Develop and efficiently implement fixed asset register, Liability, and Share Capital.
- Recommend financial actions by analyzing accounting options.
- Prepare annual budgets, monitor the budget and forecasts for business sustainability.
- Summarize current financial status by collecting information and prepare financial statements, mainly Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flow and Changes in Equity Statement.
- Disclose accounting information in financial statements through notes.
- Substantiate financial transactions through auditing documents.
- Maintain sound internal controls by preparing, recommending and installation of policies and procedures.
- Guide assistant accounting staff by coordinating activities and tasks.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups.
- Analyze financial performance and provide decisions to enhance business.

- Coordinate financial audits assignments with both external and internal auditors in accordance with regulations.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation and requesting disbursements.
- Comply with Government and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Maintain customer confidence and protect operations by keeping financial information confidential.
- Maintain professional and technical knowledge by attending accounting or financial seminars, establishing personal networks, and participating in professional institutions.
- Contribute to team effort by delivering targets as per performance management system.
- Advise on how to reduce costs and increase profits.

Qualifications and competencies

- Must be a holder of bachelor's degree in finance/ Accounting from a recognized university.
- Be a qualified Accountant and a member of ICPAK with good standing.
- At least three (3) years of experience in accounting, financial systems (ERP), and financial reporting.
- Strong customer relationship management skills
- Strong technical accounting knowledge.