



## VACANCY

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**POSITION – HEAD OF ACCOUNTS RECEIVABLES**

**LOCATION –HEAD OFFICE**

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<b>REPORTING TO</b>
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<b>Finance Manager</b>
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### **Company Profile**

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are looking for a Head of Accounts Receivables for our Head Office.

### **Job objective**

This is a key function to provide assistance and to deputize the Head of Finance in managing the Accounts Receivables Team. The role requires a practical Understanding of accounting in detail, excellent time management skills, proactivity and the ability to demonstrate a high degree of integrity.

### **Your tasks and responsibilities**

- Ensuring that postings of invoices both Vegetable and Flowers on the system have been done on daily basis.
- Account Opening of new Customers in the systems and QB.
- Ensure customer statements are sent on a weekly basis.
- Submitting aged debtor's analysis weekly on a basis to the finance Director highlighting customer balance requiring her attention.
- Ensure all receipts, payments and foreign exchange transactions are posted accurately.
- Invoicing Vegetables and Flower Raw material sold to forest Gate EPZ on time
- Refunding receipts back to AAA growers on time
- Conduct Monthly reconciliation of these accounts submitted to Finance Director within the deadlines.
- Assist Head of Finance in Managing Accounting team and delegation of duties for accounting activities.
- Assist in management of all transactions in the Veg and Roses Manager.

- Assist in preparation of annual/Financial Accounts.
- Assist in annual and KRA audits where necessary.
  
- Develop Departmental SOP's and approval matrices.
- Assist the Chief Accountant in revenue related transactions e.g Unrealised gains and losses.

#### **Your profile**

- Bachelor's degree in accounting, Finance, or a related field
- Certified Public Accountant (CPA) or ACCA Certification
- 5 to 8 years of experience in Accounting/Finance roles.
- Experience in managing accounting teams
- Proficiency in Accounting Software (e.g., QuickBooks, ERP systems)
- Proficiency in financial reporting and reconciliation
- Experience with financial audits (KRA audits, annual audits)
- High moral standing with impeccable integrity.
- Excellent Leadership skills and management skills
- Analytical mindset, excellent interpersonal and communication skills and team player facilitating cross-functional collaboration.

#### **We offer.**

AAA growers have great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offer plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

#### **Your application**

**Click here to apply: [job application \(aaagrowers.co.ke\)](http://aaagrowers.co.ke)**

**Deadline for Applications –15<sup>th</sup> October 2024**