JOB DESCRIPTION - COMPANY ACCOUNTANT

Job Title: Company Accountant (Finance)	Reports to: Head of Department_Finance
Department: Finance	Job Grade: D
Location: Nairobi	Date: September 2026

Job Purpose

The Company Accountant is responsible for the efficient management of the company's financial resources, ensuring accuracy in financial reporting and compliance with legal standards. The role involves developing and maintaining accounting principles, practices and procedures to support strategic decision making. The role collaborates with various departments to establish budgets and forecast activities, monitor financial performance, implement cost control measures and coordinate year-end organizational audits.

Key Responsibilities

Cash Management

- Maintain accurate and organized records of all cash transactions.
- Process and record incoming cash receipts including customer payments.
- Maintain accurate and organized records of all incoming and outgoing cash transactions.
- Accurate account allocation and ensuring exchange gains/losses are approved before posting
- Implement and manage collection strategies to minimize overdue accounts.
- Issue petty cash after verifying and reconciliation of the expenses.
- Post petty cash vouchers on a timely manner.
- Support the cash flow planning and forecasting.
- Perform regular reconciliations of accounts receivable ledgers with general ledger accounts.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Filing the cash records in Edocs and CW1

Overhead Costs Control and Management

- Ensure proper allocation and posting of overhead expenses on CW1 system.
- Ensure adherence to internal controls and company policies in relation to overhead expenses.
- Analyse and reconcile overhead related general ledgers monthly.
- Review overheads trends.
- Produce, as required, any ad hoc financial reports as requested by the Management in relation to overhead expenses.

Financial Reporting and Analysis

- Prepare accurate and timely annual financial statements, including income statements, balance sheets, and cash flow statements.
- Conduct financial analysis to identify trends, variances, and opportunities for improvement.
- Assist the Financial Controller with statutory reporting ensuring compliance with accounting standards and regulatory requirements.
- Respond to inquiries made by the Financial Controller and other managers regarding financial results and special reporting requests.
- Produce, as required, any ad hoc financial reports as requested by the Management.

Budgeting and Forecasting

- Collaborating with other departments, develop, implement and monitor budgets.
- Provide budget utilization and contribution analysis reports to assist the various departments to manage and monitor their performance in line with the allocated budgets.
- Analyse budget variances and recommend corrective actions.

Internal Controls and Risk Management

- Work with Financial Controller and Heads of Department across the whole organization to ensure financial risks are identified.
- Develop and implement mitigation strategies of the identified risks.
- Develop and implement policies and procedures with emphasis on internal controls.

Tax Management and Compliance

- Ensure compliance with all tax regulations and timely submission of tax returns i.e. PAYE, VAT, Withholding tax etc.
- Ensure compliance with the relevant tax laws
- Working with Financial Controller and others, coordinate organization annual audit and ensure a clean audit report.
- Provide analysis and advice to the Financial Controller on the potential implications of proposed changes in accounting rules/policies and legislation/government rules.

Financial Systems and Processes

- Oversee the development and implementation of new procedures and features to enhance the workflow of the department.
- Monitor and analyse department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Ensure the integrity and reliability of financial data.

Other

- Coach and mentor staff regarding the handling of non-routine reporting transactions.
- Develop and implement financial policies and procedures.
- Participate in system improvement processes and initiatives.
- Oversee the receivables section of the finance department in collaboration with the Receivables Officer.

Any other responsibility as delegated by management.

Minimum Knowledge, Qualifications and Experience required for this role

- Bachelor's degree in accounting or finance
- Minimum of 8 years working experience
- Proficiency in computer skills
- Knowledge of Cargo wise system (Added advantage)

Certification/Membership

- CPA (K)

Role Related Competencies (Behavioural Indicators):

- Creativity and innovation
- Multi-tasking
- Prioritization of different tasks
- Strong interpersonal and relationship management skills
- Excellent communication skills (Verbal & written)
- Excellent organizational and planning skills
- Ability to work as part of a team in a pressured environment.
- Attention to detail and ability to maintain confidentiality.
- Demonstrate problem solving skills.
- High level of integrity and work ethics

Key Performance Indicators

- Efficiency of cash flow management
- Adherence to tax compliance and timely filing of returns
- Effectiveness of the internal controls in preventing errors and loss
- The accuracy and reliability of financial reports prepared.
- Number of process improvements implemented.
- Budget implementation and monitoring
- Team management – efficiency and productivity of the team

Key Relationships

Relationship	Internal staff, Customers, Suppliers

Approvals

Reviewed by: Direct Supervisor	Signature:
Reviewed by: HR & Administration Senior Officer	Signature:
Received and Accepted by Jobholder	Name: Signature: Date: