

## ACCOUNTANT

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Company: Mcarfix Limited

Location: Nairobi

Category: Business-and-Financial-Operations

Summary / Objective Reporting to the Head of Finance, the Accountant shall be responsible for managing, collecting, collating, analyzing and reporting on all the financial data pertaining to the organization. S/he shall be responsible for preparing financial statements, examining and analyzing all the organization's accounts and ensuring compliance with legal, financial reporting and other standard accounting procedures and prepare, examine and keep financial records, ensuring all records are complete, accurate and up to date, and that taxes are paid. Essential Functions • To provide accurate quantitative information on financial position, liquidity and cash flows of the company • Reinforce financial data confidentiality and conduct database backups when necessary • Budgeting and cashflow management • Ensuring the accuracy, completeness and timeliness of financial records • Ensuring compliance with the financial policies and regulations in various jurisdictions of company operations • Preparing and maintaining important financial reports • Highlighting and managing financial issues in the company • Preparing payroll and filing Statutory returns • Preparation of financial projections Duties and Responsibilities • Reconciling the organization's bank statements and book-keeping ledgers • Report on the company's financial health and liquidity • Completing analysis of the employee expenditures • Auditing financial documents and procedures • Managing income and expenditure accounts • Reconcile accounts payable and receivable • Generating the organization's financial reports using income and expenditure data • Monitoring the company's finances based on financial status • Manage balance sheets and profit/loss statements • Highlighting any financial issues arising • Managing the organization's petty cash • Preparing the monthly payroll for

the companies • Filing and remitting taxes and other financial obligations • Initiating and managing financial and accounting software • Filing Statutory returns Requirements and skills • Proven work experience in a similar role of Accounting/Finance responsibility with a proven record of success • Full professional accounting qualification such as ACCA / CPA / CIMA • Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAPs) • Advanced computer software skills, including Excel and financial reporting software • Bachelor's Degree in Accounting, Finance, or related field (MBA preferred) • In-depth understanding of cash flow management, bank reconciliation and bookkeeping • Hands-on experience with budgeting, cash management and both Financial and Management Accounting • Advanced numerical skills and a flair for spotting numerical mistakes • Experience with cross-border Accounting is an added advantage • Excellent knowledge of data analysis and forecasting models • Proficiency in accounting software • Advanced MS Excel skills including VLOOKUP, pivot tables etc. • Solid analytical and decision-making skills • Leadership abilities and sound decision-making skills based on accurate and timely analyses • Results oriented and metrics driven • Exceptional time management skills and ability to solve problems and communicate and manage staff at all levels • Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability • Good written and oral communication skills (English and Swahili) • Confident and able to present results to an audience • Strategic thinking, planning and creative problem-solving skills • Ability to work under pressure • Ability to collaborate with leadership to organize, plan and achieve company financial goals

How to Apply Interested and qualified persons are invited to send their cover letter, CV and copies of certificates to [hr@mcifix.com](mailto:hr@mcifix.com) Insert the position you are applying for as the subject of your email Please note that applications shall be processed on a first-come-first served basis. While we appreciate all interest in working with us, due to the number of applications we receive, we regret that only shortlisted candidates shall be contacted. "We are an equal opportunity employer"

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