

## Accountant & Financial Controller

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Company: Fuzu

Location: Nairobi

Category: other-general

### Job Summary

Contract Type:

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Qualifications

Preparation of accounting records on a monthly basis in accordance with the legislation of Kenya

- Performing monthly payroll transactions
- Monthly Trade Receivables - Payables reporting and following up
- Preparation of payment lists and paying transactions
- Issuing invoices
- Maintaining registers of fixed assets, and debtors
- Balancing and reconciling cashbooks on daily basis
- Preparation of cash-flow studies for 15 days and monthly
- Preparation of annual budget
- Preparation of reports as per HQ requirements
- Making income, expense, receivable, and payable reconciliation with intra-group companies

on a monthly basis. (Reconciliation of non-group trade receivables and payables balances in the processes to be determined by HQ)

·Meeting the demand regular and ad-hoc requests in accordance with monthly deadlines by working in coordination with HQ Controlling and Budget teams

#### Additional Information

University degree in finance, accounting, economics, business administration or equivalent

·A minimum of 3 years' experience in a similar role in an international financial audit firm

·Excellent command in MS Office

·French language proficiency is a plus

#### **Responsibilities**

·Preparation of accounting records on a monthly basis in accordance with the legislation of Kenya

·Performing monthly payroll transactions

·Monthly Trade Receivables - Payables reporting and following up

·Preparation of payment lists and paying transactions

·Issuing invoices

·Maintaining registers of fixed assets, and debtors

·Balancing and reconciling cashbooks on daily basis

·Preparation of cash-flow studies for 15 days and monthly

·Preparation of annual budget

·Preparation of reports as per HQ requirements

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the processes to be determined by HQ)

·Meeting the demand regular and ad-hoc requests in accordance with monthly deadlines by working in coordination with HQ Controlling and Budget teams

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