

Accounts Payable Assistant at M-KOPA Solar

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

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M-KOPA's mission is to make high quality energy affordable to everyone. OUR GROWTH SO FAR... M-KOPA has connected more than , homes in Kenya,Tanzania and Uganda to solar power with over new homes being added every day.

About the role;

You will record accounting transactions by observing the chart of accounts.

This is a #LI-Hybrid job in Nairobi. Yow will report to the Accounts Payable Lead.

Main Job Responsibilities

You will record accounting transactions observing the M-KOPA-approved chart of accounts by D after the payments are affected.

You will focus on the financial bookkeeping of the business following our policies.

You will book and processing of internal payments following the Service level agreements and clearing staff advances

You will process internal payments following the Service level agreements.

You will prepare and process electronic transfers and payments.

You will cross-check expenses with corresponding receipts and invoices before payment.

You will monitor accounts to ensure payments are up to date and resolve discrepancies.

Requirements

Knowledge/ Skills/ Experience/ Education required

You have a Bachelor's degree in Accounting, Business Administration (Finance or accounting option), statistics Commerce or related courses from recognized university.

You have at least level One of accounting qualifications (CPA, ACCA).

You meet a high-quality standard when working.

You are proficient in the application of all MS office functions, especially MS Word & Excel.

Employee Benefits

Great compensation package and Bonus.

Private health insurance (inpatient outpatient, maternity, eye care, and dental).

Life insurance.

21 days leave per annum.

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