

## General/Finance Manager-Logistics at Brites Management

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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Brites Management Services Limited is one of the best leading Recruitment and HR consultancy companies in Nairobi, Kenya. We are registered and incorporated under Companies Act (Cap. ) and we provide a complete range of HR Solutions. Our sole focus is to simplify the complexities of the HR department and help companies concentrate on the core business as we handle HR tasks more efficiently and accurately. We have diverse staff of seasoned professionals who are passionate about value addition to our clients. We deliver our services in a professional manner offering expertise support that amplifies a company's potential by having a systematic process to not only offer the best talents but also other performance monitoring services.

### DUTIES AND RESPONSIBILITIES

Guide the accounting department in all accounting, financial and administrative disciplines and ensures accounting excellence, high productivity, and satisfaction in full specifications.

Define, optimize and implement standard accounting processes in cooperation with CFO.

Ensure Timely, Accurate and Justified accounts.

Monitor performance on accounting excellence and initiate corrective measures.

Prepare financial statements in line with FIRS.

Monitor cash flow, receivables, and payables.

Timely monthly, quarterly and annual tax applications to LIRS/FIRS.

Be the first point of contact for LIRS and FIRS related questions and audits.

Ensure close monitoring of the monthly overhead budget.

Ensure accounting excellence within his area of responsibility.

Ensure regular daily, weekly and monthly reporting to management.

Manage staff under his responsibility and tasks as assigned by management

Assist the set-up process of the company & operations (operational processes, policies & procedures, Standard Operating Procedures, staff recruitment, training, selection of suppliers, local regulatory requirements..etc)

Develop & Execute the Business Plan/Budgets/Balanced Score Card

Develop all key suppliers to ensure company performance targets are met

Develop the key anchor client relationship through value added initiatives, innovative logistics solutions

Provide guidance & direction for logistics solutions to customers & internal productivity/quality improvement projects

Ensure compliance in Environment, Health and Safety , Financial, Systems & Control

Set targets (covering all Balanced Score Card areas) & performance evaluation of same on regular basis ensuring continual improvement

Motivate, Direct & Develop the team to achieve their goals & targets

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