

Job Description: Accountant

Reporting to: Finance Manager

Overall, Purpose of the Job: Ensure compliance with generally accepted accounting principles, corporate policies and external audits. Manages the accounts' payable function, payroll function, monthly closing of accounts and preparation of reports in support of the financial statements

Key Duties and Responsibilities

- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
- Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues
- Maintains financial security by establishing internal controls
- Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications and maintaining personal networks
- Collaborates with the other finance department managers to support overall department goals and objectives
- Works with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner
- Obtain and maintain a thorough understanding of the financial reporting especially CBK reports and general ledger structure
- Responsible for hierarchy and scalability in chart of accounts and accuracy in the general ledger and financial statements and has ultimate authority over classification and booking of all transactions
- Accomplishes accounting and organization mission by completing related results as needed

Qualifications

The ideal candidate should have at least 4 years of experience in a busy accounting department
Bachelor's Degree in Accounting/Finance and CPA (Section 4)
Experience in the financial sector is an added advantage.

Applicants who meet the above qualifications are requested to send CV attaching copies of academic and professional certificates as ONE document in PDF format to:
hr@uni-microfinance.co.ke by **Tuesday, 15th April 2025.**