



JOB DESCRIPTION

Job Title: Accounts Assistant

Department : Finance

Section: N/A

Reports to: General Manager - Finance through the Senior Accountant.

Key Responsibilities:

- Review and disbursement of authorized petty cash requests.
- Replenishment of petty cash.
- Update member accounts daily.
- Process accounting documents such as invoices, staff interests, and investment disbursements.
- Initiate authorization and payment of accounting documents.
- Prepare and submission of with-holding tax and with-holding VAT to KRA before deadlines. Preparation of with-holding VAT certificates.
- Prepare and submit statutory deductions to the specific authorities.
- Assist in Review, coding, and filing of financial records.
- Cash withdrawals, the collection of cheque books and bank statements and any other duties.
- Carry out the formulation, preparation, and monitoring of the company's budgets performance reports and cash flows.
- Ensure compliance with statutory requirements, policies, strategies, procedures, and standards of the company.
- Prepare cash books and monthly bank reconciliation statements

- Prepare financial reports to management
- Carry out any other relevant duty as assigned by your immediate supervisor.

Job Specifications

- Degree/Diploma in Finance/ Accounting.
- Minimum CPA Section IV or equivalent
- Must be conversant with QuickBooks and Sage Accounting package
- Previous relevant work experience required.
- At least 2 -3 years of experience.
- IT proficiency.
- Analytical skills.
- Knowledge of principles and standard practices of accounting.
- Knowledge of budget preparation and control process