

OPEN VACANCY AT KAM

The Kenya Association of Manufacturers (KAM) is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

Accountant

Designation:	Accountant	Section:	Finance
Reporting to:	Finance Manager	Supervises:	None
Location:	Nairobi	Type:	6 Months Contract

Job Purpose:

This is a short term contract position to offer accounting, clerical and administrative support to ensure efficient, timely and accurate administration of account receivables and management of financials for all assigned projects.

Duties and Responsibilities:

- i. Administration of Accounts Receivables:**
 - a)** Maintain up-to-date billing system;
 - b)** Generate and send out invoices;
 - c)** Follow up on, collect and allocate payments;
 - d)** Carry out billing, collection and reporting activities according to specific deadlines;
 - e)** Perform weekly entry into Pastel and account reconciliations;
 - f)** Weekly reconciliation of receivables and communication through Finance Manager to the relevant department concerned for follow up-Monitor customer account details for non-payments, delayed payments and other irregularities;
 - g)** Research and resolve payment discrepancies;
 - h)** Generate periodic age analysis;
 - i)** Review accounts receivables aging to ensure compliance;
 - j)** Maintain accounts receivable customer files and records;
 - k)** Follow established procedures for processing receipts, cash etc;
 - l)** Process credit card payments;
 - m)** Prepare bank deposits;
 - n)** Investigate and resolve customer queries;
 - o)** Process adjustments;
 - p)** Develop a recovery system and initiate collection efforts;
 - q)** Maintain excellent customer relations;
 - r)** Collect data and prepare monthly metrics

- ii. Management of financials for assigned projects:**
 - a)** Manage the finances of a project in strict compliance with the KAM finance policy and KAM's obligations in the grant agreement;
 - b)** Create project accounts in the accounting system;
 - c)** Maintain project-related records, including contracts and change orders;
 - d)** Authorize access to project accounts;
 - e)** Authorize the transfer of expenses into and out of project-related accounts;
 - f)** Review and approve supplier invoices related to a project;
 - g)** Review and approve time sheets for work related to a project where this is required;
 - h)** Review and approve overhead charges to be applied to a project;
 - i)** Review account totals related to project assets and expenses;
 - j)** Confer with receivables staff regarding unpaid contract billings;

- k) Report on project profitability to management
- l) Conduct project budget monitoring and report to project team and management on a monthly basis- Investigate project variances and submit variance reports to management;
- m) Investigate all project expenses not billed to customers
- n) Close out project accounts upon project completion
- o) Create and submit government reports and tax returns related to projects
- p) Compile information for internal and external auditors, as required
- q) Provide up-to-date and accurate monthly financial reports and cash flows;
- r) Coordinate timely project audits as required with the grant agreements;
- iii. Generation of Pro Forma Invoices to KAM Customers / Members;
- iv. Matching all Pro Forma invoices with supplier LPO's and make clarifications with suppliers where necessary;
- v. Weekly document filing and record keeping of customers' invoices, Pro Forms and other documents including for all KAM projects;
- vi. Manual receipting and supporting KAM Consulting team during trainings / seminars to receipt, confirm participants payments for admission;
- vii. Provide effective and timely support for debtors management to including but not limited to up-to-date documentation, follow up and aging analysis;
- viii. Generation of ALL KAM Vatable supplies ETR on a daily basis, daily closing report and monthly Z report and carry monthly VAT (Output VAT) reconciliations against Z Report;
- ix. Updating receipts ledgers and journal batches;
- x. Monthly audit of the Pastel system entries and reports in liaison with Finance Manager;
- xi. Updating fund accountability statements on weekly basis;
- xii. Managing Customers /Members' enquiries on annual subscription and other accounts;
- xiii. Managing and verifying program time sheets, invoices and disbursements for all and ensuring compliance to revenue authority on imported services taxes
- xiv. Work closely with colleagues in finance to deliver work on payables, statutory, internal controls and overall financial management / audit
- xv. Perform any other duties as may be assigned by Head of Unit and /or the CEO.

Qualifications:

- Bachelor of Commerce (Accounting or Finance Option) or Equivalent
- Holder of CPA (K) or Equivalent
- Experience in project management and accounting functions
- At least three (3) years' relevant work experience in Financial management with a comparable organization
- Excellent interpersonal skills and a strong team player

Application:

Qualified and interested candidates may complete the online application and submit their **CV only** to hr@kam.co.ke indicating the word "**Accountant**" on the subject line of the email to reach us **not later than October 23, 2017.**

Follow link to apply:

https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail_form_link

Only short-listed candidates will be contacted