

EASTERN PRODUCE KENYA LIMITED is looking for a hardworking and result oriented individual to fill the following position:

POSITION: ACCOUNTS TRAINEE ASSISTANT

REFERENCE: EPK-NBO-12/09/2023/001

The candidate will be based at our **Nairobi Office**. His or her main role will be to carry out accounting function on a day to day basis in an efficient, professional and effective manner.

Main tasks include:

- Assist with preparation of Management Accounts and support schedules
- Assist with preparing budget and revised forecasts
- Prepare audit working papers
- Generate expenditure reports after processing all system inputs
- Prepare tea sales support schedules
- Analyze General Ledger accounts
- Maintain Fixed Assets register
- Prepare module reconciliations
- Load approved supplementary estimates into the accounting system
- Prepare and submit VAT returns
- Prepare weekly bank reconciliation, treasury and cash flow reports.
- Photocopy and file capital investment deduction documents for safekeeping

Employee specifications and Experience

- Hold a Degree in Accounting or an equivalent
- Hold a minimum of CPA Part II or an equivalent
- Minimum of one-year experience in Accounting
- Experience in a computerized environment will be an added advantage
- Have good interpersonal and analytical skills
- Have a high level of integrity and confidentiality
- Be keen and have attention to details competency
- Excellent computer skills

If you meet the above requirements, please send your cover letter and CV to the attention of the **HR & Administration Manager** quoting the position in the email subject to the by **27th September 2023**.

to Recruitment@easternproduce.co.ke

Only shortlisted candidates will be contacted.

Please note that EPK WILL NOT ask you to make any payment at any stage of the recruitment process.