

EASTERN PRODUCE KENYA LIMITED

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

RE- ADVERTISEMENT

POSITION: SENIOR ACCOUNTANT

REFERENCE: EPK-NBO- 07/01/2025/01

LOCATION: NAIROBI OFFICE

The successful candidate will be based at our **Nairobi Office**. His or her main role will be supervision and co-ordination on a day to day basis of financial and accounting functions relating to General Ledger.

THE MAIN TASKS /RESPONSIBILITIES WILL INCLUDE:

- Ensure all accounting data is accurately captured in the accounting system and is up to date.
- To assist in preparation of the monthly management accounts as well as the statutory financial statements and IFRS packs for Group companies
- To prepare and produce accurate operating statements and review of the General Ledger
- To assist in preparation of revised forecasts
- To prepare/review audit working papers
- To assist in preparation of budgets and reports
- To assist the Financial Accountant to monitor and manage accounts processing and closure from one period to another
- Ensure General Ledger and subledger/module reconciliations are done monthly
- To prepare supplementary estimates required at Nairobi Office
- To collate withholding tax certificates and ensure that tax support schedules are prepared
- To assist in preparation of VAT returns, VAT audits and follow up subsequent refund claims from KRA
- To review debtors and creditors modules
- To monitor productivity, effectiveness and motivate all GL Accounts section staff

QUALIFICATIONS AND PERSONS SPECIFICATIONS

- Hold a Degree in Accounting or an equivalent
- Be a Certified Public Accountant
- 5 years' experience in Accounting
- Computer proficiency in MS office and ERP accounting software
- Sound team management skills
- Have good interpersonal and analytical skills.
- Have a high level of integrity and confidentiality.
- Be keen and have attention to details competency

HOW TO APPLY

If you meet the above requirements, please send your CV, cover letter and relevant certificates to Recruitment@easternproduce.co.ke quoting the position in the email subject by **22nd January 2025**.

Only shortlisted candidates will be contacted.

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