

**JOB ADVERTISEMENT
SENIOR ACCOUNTANT**

Location : West Valley Sugar Company
Department : Finance Department
Reports To : Finance Manager
Application Deadline: Wednesday 13th August 2025
Vacancy :1

JOB OVERVIEW

We are seeking dedicated and motivated individual to join our team. The Senior Accountant will play a pivotal role in supporting group-level financial reporting and consolidation processes. This role involves the preparation and review of daily financial reports, monthly consolidated financial statements and participation in special projects as assigned. The ideal candidate will bring strong technical skills, attention to detail, and a collaborative approach to support timely and accurate financial reporting for the group.

DUTIES AND RESPONSIBILITIES

- Prepare and submit accurate daily consolidated financial reports, providing insights into material movements in key financial parameters. Compile and analyse monthly financial statements.
- Maintain and monitor a standardized chart of accounts to ensure consistency and accuracy in reporting.
- Prepare and Review daily financial reports and compile a summarized management report with commentary on significant variances.
- Provide guidance in analysing and justifying movements in key profit and loss and balance sheet accounts.
- Ensure proper identification, recording, and elimination of intercompany transactions in the consolidated financial statements.
- Prepare and deliver comprehensive monthly management reports detailing financial performance and actively participate in the budgeting process to support strategic planning and cost control.
- Initiate timely payments to suppliers, verify invoices, and maintain strong follow-up on outstanding receivables to ensure healthy cash flow and maintain good supplier relationships.
- Ensure all business licenses and operational permits are acquired, renewed, and compliant with applicable laws and regulations, avoiding any interruptions to business operations.
- Conduct regular reconciliations of bank statements and petty cash accounts, promptly addressing discrepancies and maintaining accurate financial records.
- Maintain and regularly update the Fixed Asset Register, ensuring accurate tracking of asset acquisitions, disposals, depreciation, and valuations in line with accounting standards.
- Ensure payments are processed within the stipulated KPI.
- Process payments through MPESA Paybill and Bulk payment account and perform payment reconciliations for stove payments from customers

- Prepares or coordinates in- and outgoing payments after checking proper supporting documents for authorization.
- Ensures well-organized (digital and/or hard copy) financial archives. Provides records and documents instantly, upon request.
- Continuously strives for improvements to mitigate risks and to reach efficiencies. Detects bottlenecks in the administration and checking processes; makes suggestions for improvement and takes required actions independently.
- Supports account assistants by monitoring the quality, efficiency and quantity of the performance of work and guides, instructs or motivates staff.
- Take initiative in handling complex tasks independently while collaborating effectively within cross-functional teams.
- Perform ad hoc analysis and deliverables as requested by management or other departments.

KEY QUALIFICATIONS

- Bachelor's degree in Accounting, Business, Finance, or related field.
- CPA-K or ACCA; MBA is an added advantage.
- Over 5 years of experience as an Accountant, with at least 3 years of managerial experience
- Experience in Manufacturing industry is preferred.
- Proficiency in ERP, SAGE ERP, Odoo, or SAP and accounting software.
- Solid knowledge of financial analysis and forecasting.
- Excellent analytical and numerical skills.
- Strong attention to detail and organizational skills.
- Knowledge of Microsoft Office tools – MS Excel, MS Word, MS PowerPoint and MS G-suite
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

KEY SKILLS AND COMPETENCIES

- Supervision of Accounts Payable, Accounts Receivable
- Developing and implementing effective accounting strategies.
- Accurate tax planning, compliance, and alternative dispute resolution management.
- Inventory accounting, control management and cost control.
- Timely preparation of financial reports (monthly, quarterly and annual).
- Management of reconciliations for bank statements, accounts receivable and payables.
- Effective preparation of monthly cash flow projections and analysis
- Establishing systems for cost sensitivity and early warning for cost overruns.
- Implementation of internal control mechanisms and financial process improvements.
- Participation in internal and external audits.

HOW TO APPLY

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to recruit@kipchimchimgroup.com or hand delivered to the Human Resource Office Kipchimatt Building -Brooke Centre on or before Wednesday 13th August 2025.

Kipchimchim Group is an equal opportunity employer.