KIPCHIMCHIM GROUP OF COMPANIES
P.O. Box 1314-20200 Kericho
info@kipchimchimgroup.com
www.kipchimchimgroup.com

VACANCIES

The Kipchimchim Group of Companies is seeking competent and results-driven individuals to join our dynamic team in the following positions;-

1 **Accountants - Advert No. KG/13/11/2026**
2 **Shovel Operators - Advert No. KG/14/11/2026**

For details regarding the above positions, please visit our Careers page at https://www.kipchimchimgroup.com/

Application deadline: 9th November, 2026

Position 1: Accountant - KG/13/11/2026

Reports To: Finance Manager

Job Overview

The Factory Accountant will be responsible for ensuring the effective financial performance of the Tea Factory, in line with the highest manufacturing, governance, and fiscal standards.

The role serves as a key business partner to factory operations, with a strong focus on cost management, statutory compliance, and end-to-end financial integrity. The successful candidate will oversee Procure-to-Pay (P2P) processes, tax management, treasury functions, and fixed asset controls, supporting Kipchimchim Group's broader financial objectives and long-term sustainability.

Key Duties & Responsibilities

- Provide leadership in budgeting, planning, and cost reviews to drive gross margin improvement and minimize cost of production.
- Oversee the Procure-to-Pay (P2P) process, including supplier reconciliations, eTIMS compliance, and timely payments to farmers and vendors.
- Manage end-to-end tax compliance (PAYE, CIT, WHT, VAT) and coordinate with tax consultants and revenue authorities.
- Lead treasury functions, including liquidity management, accurate cash flow forecasting, bank reconciliations, and loan management.
- Partner with Factory Managers to implement best manufacturing practices that enhance operational cost-effectiveness.
- Coordinate with the Stocks Accountant on stock-taking exercises, variance reconciliation, and implementation of corrective actions.
- Manage fixed assets and ensure accuracy and integrity of all journal postings from operations.
- Prepare statutory financial statements and ensure timely production of signed and audited financial reports.
- Oversee and develop direct reports while maintaining robust financial controls and information security systems.
- Handle credit management, debtor follow-ups, and management of the company imprest system.
- Attend management meetings and provide financial analysis to support informed decision-making.
- Perform any other duties as assigned by the Group Finance Manager or the Directors.

Required Qualifications & Experience

- Bachelor's degree in Accounting, Finance, or a related business field from a recognized University.
- A minimum of **three (3) years' relevant experience**, preferably in a manufacturing or factory environment.
- Professional accounting qualification (CPA-K or ACCA) is mandatory.
- Strong knowledge of International Financial Reporting Standards (IFRS) and IAS.
- Proficiency in ERP systems, QuickBooks, and advanced Microsoft Excel.
- Proven experience in team management and staff development.

Key Skills & Competencies

- Strong financial planning, budgeting, and operational cost-control skills.
- Demonstrated expertise in tax compliance and statutory reporting.
- Excellent analytical, numerical, and problem-solving abilities.
- Strong leadership, communication, and interpersonal skills.
- Ability to work under pressure and meet strict reporting deadlines.
- Growth-oriented mindset with a proactive and results-driven approach.
- High level of integrity, attention to detail, and organizational discipline.

Position 2: Shovel Operators - Advert No. KG/14/11/2026
Reports To: Site Supervisor / Mining Supervisor / Plant Manager

Job Overview

To safely and efficiently operate a shovel or excavator to excavate, load, move, and handle materials such as soil, rocks, sand, gravel, and other materials in accordance with operational requirements, safety procedures, and production targets.

Key Duties and Responsibilities

- Operate the shovel safely and efficiently during excavation, loading, and material-handling activities.
- Load trucks and other transportation equipment with materials as required.
- Excavate, dig, level, and move materials according to site instructions.
- Conduct daily pre-start inspections of the shovel and identify mechanical defects.
- Report equipment breakdowns, damage, and safety concerns to the supervisor.
- Monitor equipment performance and ensure proper operation at all times.
- Follow approved operating procedures and occupational health and safety regulations.
- Maintain safe working distances from personnel, vehicles, and other equipment.
- Ensure proper housekeeping around the operating area.
- Assist with routine equipment maintenance, cleaning, and lubrication where required.
- Maintain accurate equipment operating-hour records and daily checklists.
- Communicate effectively with truck drivers, spotters, supervisors, and other operators.
- Observe site traffic management rules and designated operating routes.
- Meet daily production targets while maintaining safety and equipment efficiency.
- Immediately report incidents, near misses, and unsafe working conditions.

Required Qualifications and Requirements

- Minimum of KCSE or equivalent qualification.
- Valid shovel/excavator operator certificate or relevant operating license.
- Previous experience operating shovels in mining, construction, or earthmoving operations.
- Knowledge of heavy equipment operating procedures.
- Basic knowledge of equipment inspection and preventive maintenance.
- Understanding of occupational health and safety requirements.
- Ability to read and understand operating instructions and safety procedures.

Key Skills and Competencies

- Excellent machine-operating skills.
- Good communication and teamwork skills.
- Strong safety awareness.
- Good observation and coordination skills.
- Ability to work under pressure.
- Good decision-making and problem-solving abilities.
- Attention to detail.
- Ability to work shifts, including weekends and overtime when required.

HOW TO APPLY:
Application Procedure Click the below link

https://forms.gle/fskvDZECzj9dGEEA8

ALL Applications-

- Shall be done online at: **www.kipchimchimgroup.com**
- If you meet the above qualifications, please apply through the form provided in the link above.
- Interested candidates with the required qualifications should submit their applications clearly selecting the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- **Application letter and supporting documents should be attached as ONE PDF file.**

APPLICATION DEADLINE:
Applications to be submitted **ONLINE** not later than **9th November, 2026**. Further information can be obtained on our website: www.kipchimchimgroup.com

The Kipchichim Group of Companies is an Equal Opportunity Employer. All qualified individuals are encouraged to apply.

Group Human Resource Manager
Kipchimchim Group of Companies
P.O. Box 1314-202000 Kericho
KERICHO