



JOB DESCRIPTION

JOB TITLE: ACCOUNTANT

REPORTING TO: SENIOR ACCOUNTANT

GENERAL RESPONSIBILITY

The jobholder will be responsible for maintaining efficient and accurate accounts in the areas designated to meet the needs of the business and in line with statutory requirements, company's financial policies and professional accounting best practice. These will include; company income, expenditure and tax accounts, property rent, service charge, utility and tax accounts, bank reconciliation, asset registration, periodic analysis and reports.

Duties and Responsibilities

General

- Properly recording financial transactions and accurately keying them into the computerized accounting systems
- Timely, orderly and effective manual and electronic filing of accounting information and records
- Assisting with analysis and production of comprehensive statements and reports as required
- Collaborating cross-functionally with other departments i.e. human resources, administration, marketing, sales and property and facilities management to provide financial insights and support business growth

Client Accounts

- Preparing and maintaining annual management budgets for specific properties
- Invoicing rent payments, service charge, water bills, electricity bills and other incomes for properties managed by the company.
- Pro-actively following up on payments and updating individual and property accounts
- Receiving and reviewing supplier invoices, works approval documents and issuing related payments in a timely manner
- Ensuring all general ledger accounts are updated in a timely manner and are accurate and reconciled monthly.
- Administering client VAT, WHT, MRI and processing returns.
- Updating the landlord's account and transfer of rent payments to their accounts.

- Dealing with daily petty cash transactions and ensuring that reconciliations are completed on a weekly basis.
- Bank reconciliation for client accounts
- Updating and regularly issuing individual account statements
- Reporting periodically to the Boards/Committees of the managed properties and attending meetings.
- Undertaking the preparatory work for the annual audit of accounts and assisting in implementation of audit recommendations

Company Accounts

- Preparing and maintaining the annual company budget
- Prompt invoicing of company incomes - management fees, sales and letting commissions and advisory fees
- Timely preparation of monthly cashflows, company's payroll and all associated statutory requirements
- Administering VAT, WHT, MRI and processing returns
- Undertaking daily banking functions and bank reconciliations
- Supporting the procurement of supplies and services and timely payments for the same
- Dealing with daily petty cash transactions and ensuring that reconciliations are completed on a weekly basis.
- Undertaking preparatory work for the annual audit of accounts and assisting in implementation of audit recommendations
- Develop external relationships with appropriate contacts.

Undertake ad hoc duties associated with the accounts function and other related tasks as might be required from time to time.

Job Requirements Qualifications and Experience

- Fully qualified accounting professional (CPA(K), ideally with related University degree.
- A competent user of Quickbooks and Microsoft Office Suite – especially excel and word.
- At least 3 years experience working as an accountant.

Skills

- Excellent numerical skills
- Strong verbal and written communication skills
- Great interpersonal skills and a strong team player
- Good organisation and administrative skills
- Ability to work under pressure to meet deadlines and adopt a flexible approach to meet the needs of the business.

Personal attributes

- High integrity
- Excellent attention to detail
- Articulate and self confident
- Professional, optimistic and, highly motivated

- Ability to manage assigned tasks in a proactive and efficient manner.
- Adaptable and able to work in an environment of fluctuating workloads.
- Must display a high degree of emotional maturity.

Equipment to be used

Must be able to operate computers and other office machines such as printers, scanners, fax, copier, telephones etc.

Working conditions

The incumbent will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The job holder may also have to do some light lifting of supplies and materials from time to time. Occasionally may be called upon to work overtime or odd schedules. Works in a typical office setting with minimal travel out of town.

NB* The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.