Role Profile – Shared Services Accountant

Job Title:	Accountant	**Reports to:**	Group Head of Finance and Shared Services
Department:	Shared Services	**Location:**	Nairobi

Role Purpose

To monitor sound financial management and internal control systems to support the overall strategy of the company.

To provide financial accounting and reporting support for the subsidiaries
Prepare financial and managements accounts and reports
- Review accounts and management reports for the subsidiaries
- Prepare consolidated accounts

To coordinate and consolidate the financial reporting of the subsidiaries and associates. To provide accurate and timely financial reports and ensure integrity of financial data.

Role Context

In an increasingly competitive environment, accurate and timely financial management information (forecasts and historical) is critical to support management decisions.

There is a decentralised accounting function spread out in all companies and coordination is vital.

Operating within the group policies and systems.

Key Responsibilities and Performance Measures

Key Responsibilities	% of Time	Performance Measurement Criteria to Meet Objectives
Financial Management Co-ordinate the preparation of budgets, cash flow forecasts and business plans and monitor performance against budget.	20	Comprehensive budgets that drive achievement of strategic objectives and deliver desired returns.
Financial Accounting Sound account management and accurate maintenance of general ledger, bank records, stocks and assets of the business for companies supported	20	Accurate and comprehensive financial statements produce, shared and filed in keeping with statutory and company guidelines.
Cash Management & Expense Management Recommend payments and prepare payment remittance for the subsidiaries Review payment remittance for the subsidiaries and recommend for approval. Manage Expense activities within approved limits.	15	Nil fraudulent payments Timely contribution to the budget process within agreed timeframe. 100% adherence to approved budgets
Financial Reporting Prepare accurate & timely financial, management and consolidated reports and schedules. Develop and present comprehensive, accurate and informative reports that facilitate informed and sound decision-making as requested.	10	Timely, accurate, relevant team / management reports presented in the agreed format, circulated to respective audiences as per timelines given (daily, weekly, monthly, quarterly, semi-annually and annual).

Role Profile – Accountant

Key Responsibilities	% of Time	Performance Measurement Criteria to Meet Objectives
Trends, insights, concerns and recommendations clearly elaborated. Accurate and timely submission of reports as per timelines given.		
Compliance Adhere and comply with the policies, procedures and statutory guidelines. Monitor that gaps/lapses identified are closed in line with the corrective and preventative actions identified by audits, compliance reviews; investigations or any other assessment mechanisms are undertaken within the agreed time lines.	10	100% adherence to policies, procedures and statutory guidelines. Audit issues closed within the within the agreed timelines. Nil fines and/or penalties due to non-compliance. Nil repeat findings
Productivity and Performance Deliver performance objectives set. Institute immediate corrective action where performance is below par. Proactively manage own learning and development Adhere to annual leave plan agreed with line manager Adhere to HR policies.	5	Performance rating = meets expectations Adherence to approved leave plan. Adherence to HR policies and procedures
Reporting Prepare and submit reports to the relevant stakeholders within agreed format and timelines (daily, weekly, monthly, quarterly). Present reports that facilitate informed and sound decision-making. Trends, insights and concerns with recommendations clearly elaborated.	10	Timely, accurate, relevant reports presented in the agreed format, circulated to respective audiences as per timelines given (daily, weekly, monthly, quarterly, semi-annually and annual).

Knowledge, Skill and Competence

Minimum Knowledge, Skills, Qualifications and Experience required for this Role.

University Degree in Finance , B.Com or BIT with CPA (K) or equivalent accounting qualification.

Minimum 5 years relevant accounting experience, 3-5 yrs experience in **real estate property** management and construction projects accounting.

Previous experience of co-ordinating ERP system.

Detailed accounting skills

Analytical skills

Ability to participate in and lead a team.

Broad knowledge of new and existing standards of accounting information.

Interest in learning and keeping abreast of new technologies in the market.

Project Management.

Professional level proficiency in MS Office applications i.e. Word, Excel, PowerPoint, MS Project, Outlook, etc.