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JOB DESCRIPTION

Position Title: SENIOR ACCOUNTANT
Department: FINANCE AND ADMINISTRATION
Reports To: GENERAL MANAGER
Supervises: ACCOUNTS STAFF

Hours of Work: In some instances, the job holder may be required to work beyond normal working hours with no overtime payment

POSITION SUMMARY & PRIMARY OBJECTIVE

Ol Kalou Dairy Co-operative Society is a leading dairy co-operative operating in Nyandarua County.

The Senior Accountant will provide organizational financial direction and make sure that proper guidance and policy implementation on matters of accounts and finance are met.

The jobholder will be expected to demonstrate commitment and loyalty and perform all duties in accordance with the organization's office routines and procedures, keeping in mind the overall business objectives.

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE

Knowledge & Relevant Experience Required

Essential

- Minimum Bachelor's degree in Finance/Commerce/Accounting or any other related discipline.
- Must be a **CPA(K)** fully registered with the **(ICPAK)**, and in good standing.
- 5 years of relevant accounting experience, exposed to various aspects of Book-keeping and Accounting; e.g. maintenance of General ledger, Payroll, Cost Accounting and Cash Flow management.
- Proven experience in financial reporting, budgeting, auditing, and tax compliance.
- Proficiency in accounting software.-
- Advanced MS Excel skills, including financial modeling and data analysis.

ROLES AND RESPONSIBILITIES

1. Ensure internal controls are current and are being observed in all departments.
2. Supervise day to day running of accounting and finance operations.
3. Preparation of monthly, quarterly and annual financial reports.
4. Advise the board and assist the managements on financial matters of organization.
5. Carry out the functions of budget preparation and prepare variance reports based on budget and actual performance regularly.
6. Facilitate and cooperate with external auditor to carry out external auditing.
7. Coordinate Finance Committee meetings and take minutes.
8. Keep and maintain proper, timely and accurate accounts and financial records.
9. Prepare the milk payroll including all statutory requirements and perform milk payroll reconciliations.
10. Make sure that there is compliance with the applicable laws and regulations and that IFRS guideline are followed.
11. Review and recommend modifications to accounting systems and procedures.
12. Carry out products/service costing and advice on profitability and efficiency of operations.

13. Safeguard the organization assets and advise the organization on matters of resource investment.
14. Performs other duties as assigned by the management.

CORE COMPETENCIES

The following Core competencies are the skills, knowledge and behaviors expected of an employee at Ol Kalou Dairy Co-operative Society.:

Maximizing Resources	Builds and leverages infrastructure, knowledge and networks
Empowerment	Empowers customers, employees, shareholders and society
Care and Protection	Demonstrates care and protection to customers, employees, shareholders and society
Communication Skills	Communicates - proactively, clearly, timely, consistently, completely and professionally - in written and oral forms to both internal and external customers
Initiative and Confidence	Generates and shares new ideas that add value to OL KALOU DAIRY CO-OPERATIVE and seeks optimal ways to solve problems and address difficulties
Teamwork	Contributes fully to team effort and plays an integral part in the smooth running of teams without necessarily taking the lead
Sector Acumen	Has a good understanding of the sector environment and the impact their behaviour has on co-employees, service delivery to customers and OL KALOU DAIRY'S reputation
Respect	Treats colleagues and customers in a manner which demonstrates integrity, honesty, fairness and value for other people's time

WORK RELATIONSHIPS

Internal	Purpose
General Manager	Provide timely reports on accounting and finance; as well as discuss any matters relating to the financial well-being of the business.
Departmental Managers	Finance guidance and support
Management committee	Provide advice on financial matters and policy implementation.

Application Deadline:

To apply, please submit your CV and a cover letter detailing your relevant experience by 14th November 2024 to info@olkaloudairy.co.ke or by hand delivery with the subject line "Senior Accountant application". Only shortlisted candidates will be contacted.