

**EASTERN PRODUCE KENYA LIMITED** is looking for a hardworking and result oriented individual to fill the following position:

**POSITION: ACCOUNTS TRAINEE**

**REFERENCE: EPK-NBO-01/08/2022 /001**

The candidate will be based at our **Nairobi Office**. His or her main role will be to carry out accounting function on a day to day basis in an efficient, professional and effective manner.

**Main tasks include:**

- Assist with preparation of Management Accounts and support schedules
- Assist with preparing budget and revised forecasts
- Prepare audit working papers
- Generate expenditure reports after processing all system inputs
- Prepare tea sales support schedules
- Analyze General Ledger accounts
- Maintain Fixed Assets register
- Prepare module reconciliations
- Load approved supplementary estimates into the accounting system
- Prepare and submit VAT returns
- Prepare weekly bank reconciliation, treasury and cash flow reports.
- Photocopy and file capital investment deduction documents for safekeeping

**Employee specifications and Experience**

- Hold a Degree in Accounting or an equivalent
- Hold a CPA Part 1 or an equivalent and be studying towards the qualification
- Minimum of one year experience in Accounting
- Experience in a computerized environment will be an added advantage
- Have good interpersonal and analytical skills
- Have a high level of integrity and confidentiality
- Be keen and have attention to details competency
- Excellent computer skills

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below email address **indicating the position and reference above in the email subject by 12<sup>th</sup> August 2022.**

[Recruitment@easternproduce.co.ke](mailto:Recruitment@easternproduce.co.ke) **Please note, only shortlisted candidates will be contacted.**