

EASTERN PRODUCE KENYA LIMITED

EASTERN PRODUCE KENYA LIMITED is looking for an experienced, hardworking and pro-active individual, with high integrity to fill the following position:

POSITION: ADMINISTRATIVE ASSISTANT – SALARIES

The successful candidate will be based at our **NAIROBI OFFICE**. His or her core duties will be to assist the Salaries Officer in the sound administration of the General Management payrolls, record keeping and related activities.

MAIN TASKS INCLUDE:

SALARY ADMINISTRATION & REPORTS

- On a monthly basis, prepare and pay salaries
- Analyse and pay pension deductions to the respective company retirement schemes
- Prepare and pay all statutory and voluntary deductions, i.e. PAYE, NSSF, NHIF, Sacco to the relevant authorities
- Post new entries and amendments to the payroll
- Address staff related queries
- Generate ad hoc reports

RECONCILIATION OF SALARIES BANK AND CONTROL ACCOUNTS

- Assist in finalising Journal Vouchers for salaries and posting in the accounts system
- Assist in finalising monthly salary costs allocations and generating invoices and credit notes for all Estates
- Reconcile salary bank accounts
- Assist in reconciling of salary/benefit, deduction and contribution accounts

GENERAL ADMINISTRATION /RECORD KEEPING

- Maintain records and monitor expense claims and communicate any adverse status to concerned employees and / or their managers for correction
- Maintain payroll and related staff records
- Monitor loan and staff account balances and make recoveries as necessary
- Administer vehicle and furniture loans
- Assist with administration of Group Life premiums, Gratuity and RBS
- Assist with processing of all correspondence related to staff entries and exits (offers, appointments, demises, retirements, terminations, Dismissals etc.)
- Assist with issuing P9s
- Assist in referencing of new employees
- Inspect Harvest iT system output such as automated journals and standard reports for correctness and report adverse situations as necessary
- Archive staff files and other Salaries Office records

PLANNING

- Assist with preparation of annual salary increment lists for approval.
- Provide treasury report data of payments and forecast from Salaries Accounts

SPECIFICATIONS AND EXPERIENCE:

- Have a minimum of CPA Part I or equivalent
- A degree in business administration or management
- Have 3 years' experience in payroll administration.
- Have basic knowledge of accounting in terms of payroll interface
- Excellent computer skills and especially MS excel and MS word
- Excellent communications and people skills
- Good administration skills and deadline driven
- Be a person of high integrity with good organisational skills

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below address by **13 October 2017**

Josker Malago –Juma

Administration Manager –Nairobi

Eastern Produce Kenya Limited

PO Box 45560 –00100

Nairobi

Recruitment@easternproduce.co.ke

Please note that only shortlisted candidates will be contacted.