

EASTERN PRODUCE KENYA LIMITED

We are looking for a hardworking and result oriented individual to fill the following position:

POSITION: ACCOUNTS TRAINEE/ASSISTANT

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 revised forecasts
- Prepare audit working papers
- Assist with budget preparation
- Generate expenditure report after processing all system inputs
- Prepare Tea sales support schedules
- Analyze General Ledger accounts
- Maintain Fixed Assets register
- Prepare module reconciliation
- Load approved supplementary estimates
- Prepare and submit VAT returns
- Weekly bank reconciliation and 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 Certified Public Accountant certificate part 1 or equivalent
- 1 year work experience in Bookkeeping/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 address by **02/02/2018**

Eastern Produce Kenya Limited
PO Box 45560 –00100
Nairobi
Recruitment@easternproduce.co.ke

Please note that only shortlisted candidates will be contacted.