

EASTERN PRODUCE KENYA LIMITED

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

POSITION: ESTATE ACCOUNTANT

The candidate will be based at one of our **Estates in Nandi Hills**. His or her main role will be to manage and control all accounting functions in respect of the estate according to company policies, operating practices and applicable legislation

Main tasks include:

- Preparing accounting information and inputting the same into the iScala system
- Monitor all estate records not documented
- Assist all divisions with budget preparation
- Monitor and control all expenditure
- Monitor records by analysing revenue accounts and highlighting problem areas
- Prepare estate accounting returns for use by Nairobi Office.
- Ensure stores management is in line with Company's laid down procedures
- Preparation of operating statements and variance reports
- Review accounting inputs for accuracy and timeliness
- Check and manage accounting systems in the allocated areas of responsibility
- Petty cash management
- Submit prescribed accounting returns accordingly
- Prepare and submit various accounting reports
- Ensure adherence to related accounting policies and procedures
- Monitor estate labor activities and Maintaining staff discipline
- Manage training programs of subordinates according to the set training programs.

Minimum Qualifications and Experience

- Hold a Degree in Accounting or an equivalent
- Hold a Certified Public Accountant Part II or an equivalent
- 3 years' experience in Accounting
- 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
- Sound team management skills

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below email address by **4pm** on **21 September 2018**.

Recruitment@easternproduce.co.ke

Please note that only shortlisted candidates will be contacted.