



Job Title: Finance/HR Coordinator.

Based at: Nairobi office, Kenya.

Position reports to: Country Coordinator.

Job Profile:

The Accountant is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures laid out by the management. In addition, you will ensure that departmental procedures conform to relevant law and government legislation together with Carbon Zero Kenya Ltd's regulations, policies and procedures. Confidentiality is key to the role.

Key Tasks:

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Prepare financial management reports and ensure all financial reporting deadlines are met
- Ensure accurate and timely monthly, quarterly and year end close
- Establish and monitor the implementation and maintenance of accounting control procedures
- Resolve accounting discrepancies and irregularities
- Carry out bank reconciliation, selected account reconciliation, including cash reconciliation as well as prepare other appropriate schedules as required
- Analyse and advise on business operations including revenue and expenditure trends, financial commitments and future revenues as well as preparing and management of budget and forecast activities
- Analyse financial information to recommend or develop efficient use of resources and procedures
- To check and verify expenditure before preparing payment vouchers, cheques and remittance payments
- To prepare tax returns to ensure compliance with the required tax payment information and other statutory requirements and ensure appropriate recording and analysis of the same
- Proper maintenance, storage, security and filing of all financial/accounting and employee documents in order to ensure that they are properly kept accessible for action.
- Receive monthly levies and issue receipts in respect of all levies, license fee and all cash paid in.
- Preparation of pay roll and payment of salaries and wages
- Responsible for employee safety, welfare, wellness, and health reporting; and employee services as well as assist with employee relations



- Develop and maintain financial data bases
- Financial audit preparation and coordinate the audit process
- Strategic recommendations and maintain solutions to business and financial problems

Education and Experience:

- Accounting degree (BCom, specialization in Finance/Accounting) with a CPA or ACCA qualifications
- K.C.S.E Mean Grade of B and above, Mathematics and English C+
- Knowledge of accepted accounting practices and principles
- Knowledge of Human Resource laws
- Knowledge of auditing practices and principles
- Knowledge of applicable laws, codes and regulations
- Knowledge and experience of related computer applications preferably, MS office and accounting packages
- A minimum of 5 years' experience in the leadership position and in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice.

Key Competencies:

- Attention to detail and accuracy
- Planning and organizing
- Strong effective communication and interpersonal skills
- Information and task monitoring and supervisory skills
- Problem analysis, judgment and problem-solving
- Experience and background in Human Resource will be an added advantage.

Interested and suitably qualified candidates should submit their applications enclosing copies of their certificates, detailed curriculum vitae giving telephone contacts, e-mail addresses, current and expected remuneration, names and contacts of three professional referees on or before 28th March, 2013 to: kenya.hr@co2balance.com

Note: only shortlisted candidates will be contacted and canvassing will result in automatic disqualification.