

VACANCY ANNOUNCEMENT – CHIEF ACCOUNTANT

Civicon Limited, an engineering and construction company with its Headquarters in Nairobi is seeking to recruit a highly competent individual to fill the position of **Chief Accountant**. **This is a group office responsibility.**

Key responsibilities:

- i. Overall General Ledger Responsibility (Accuracy, Completeness).
- ii. Responsible for delivery of direct reports.
- iii. Reporting Responsibilities to Group.
- iv. Project Execution Team (Project Managers).
- v. Coordinate with Supervisor in an effective manner.

Key Duties:

- i. Annual company and project Budgeting for all areas of primary financial statements for all entities and projects.
- ii. Forecasting.
- iii. Handling of annual external audits and the relevant information requests effectively for all auditable standalone units.
- iv. Delivering fully auditable financial statements to external auditors.
- v. Handling consolidated financial statements audit by external auditors.
- vi. Monthly Primary Financial Statements for all Entities.
- vii. Monthly Consolidated Financial Statements for the group.
- viii. Monthly audit file for all Entities.
- ix. Maintain signed off reconciliations between detailed schedules and individual balances reported for all primary financial statement balances in individual entities.
- x. Project Reports – cashflow and profit and loss.
- xi. Interim sign off draft monthly reports before submission for review and approval.
- xii. External regulatory returns, - e.g VAT, PAYE e.t.c, provide general ledger to filed return reconciliation.
- xiii. Provide Monthly Variance Analysis of actual performance against budget and forecast.
- xiv. Provide monthly root cause analysis, to identify and report on primary root causes for the variances and reporting.
- xv. Maintain Chart of Accounts and ensure proper transaction coding and allocations.
- xvi. Ensure entire finance direct reports are effective in their day-to-day chores.
- xvii. Ensuring that intercompany cost allocations are in line with management agreements (where none exist, establish the same).
- xviii. Review & document approval of payment vouchers & journal entries for accuracy.
- xix. Design of relevant templates.

Qualifications:

- i. First University degree in Accounting or Business Related Field.
- ii. Professional Qualification in Accounting (CPA, ACCA).
- iii. MBA from a recognized university is an added advantage.
- iv. **Must be an ICPAK/ACCA/** member of good standing.

Person Specifications:

- i. 10 - 15 years' experience in a complex accounting and finance environment.
- ii. Proven experience in preparation of Financial Statements
- iii. Demonstrate technical flair in all areas of financial statement preparation.
- iv. Excellent written communication skills.
- v. Report writing skills.
- vi. Excellent oral communication skills.
- vii. Ability to create linkages to external factors.
- viii. Ability to understand and apply accounting concepts.
- ix. Strong analytical, organizational and problem-solving skills.
- x. Ability to build collaborative relationships with internal departments.
- xi. Commitment to continuous improvement a must.
- xii. Strong computer skills (Excel, Word, Power Point, Access).
- xiii. Ability to create and work with complex spreadsheets.
- xiv. Strong knowledge of legacy systems such as unit costing system etc.
- xv. Must be able to display initiative and work independently in a fast-paced, results-oriented team environment with multiple, changing priorities and tight deadlines.
- xvi. Attention to detail.

Interested applicants should send a curriculum vitae and scanned copies of academic certificates (ICPAK, ACCA 2018 certificate mandatory), quoting the job title and gross monthly remuneration expectation to the following email address: hr@civicongroup.com by 5.00 PM Friday **21st September, 2018.**