



Confidential  
Job Description

## **Career Connections Ltd**

**Finance Associate**



## CONFIDENTIAL JOB DESCRIPTION

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<b>Position</b>	Finance Associate
<b>Company</b>	Career Connections Limited
<b>Location</b>	Nairobi, Kenya

## JOB DESCRIPTION

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Reporting to the Finance and Administration Manager and Senior Finance Associate (SFA), the Finance Associate's focus areas include:

### Reporting and Audit preparation

- Maintaining accounting files - sales invoices, purchases invoices, WHT certificates received and issued, insurance debit notes and fixed assets movement supporting documents.
- Assisting in the preparation of the annual audit schedules, as assigned by the FM and/ or SFA.
- Preparing audit file.
- Reviewing to ensure that all hard copy sales invoices, supplier invoices and petty cash documents are in file, ahead of the annual audit.
- Preparing and dispatching audit confirmation letters to our bankers, lawyers, selected customers and suppliers and following up on their responses.
- Photocopying customer WHT & WHVAT certificates and reconciling them to the general ledger before being forwarded to the auditors for tax return preparation.

### Tax Preparation and Filing

- Extraction and review of WHT tax ledger from sage.
- Verification of purchase invoices against the ledger.
- Reconciliation of the taxes and preparation for filing KRA PIN checks).
- Upload on Itax

### Monthly Closure

- Confirm the filing of the sales, purchases and Tax certificates for the month.

### Customer management

- Dispatching customer statements by the 5<sup>th</sup> of each month.
- Attend weekly collection meetings.
- Following up on collections for the customers assigned at the weekly collections meeting including WHT & VAT certificates.
- Sending for collection of cheques, WHT and VAT exemption certificates in a timely manner, from clients.
- Completing the bank deposit slip for cheques or cash received and banking the same. Filing the



bank slip in the banking file.

- Maintaining soft copies of customer Tax invoices and credit notes and emailing them to the client in a timely manner.
- Dispatching hard copy invoices and credit notes to clients and following up to ensure that they have been received by the client.
- Maintaining our hard copy customer invoices and credit notes, sequentially, in file on a monthly basis.
- Preparing and issuing receipts to customers, upon receipt of their payment.

### **Petty cash management**

- Maintaining petty cash float, using it to finance day to day cash purchases and keeping track of all replenishments and payments.
- Preparing and sequentially numbering petty cash vouchers and ensuring the supporting expense documents are attached.
- Filing petty cash vouchers and supporting documents, sequentially, on a monthly basis.
- Forwarding petty cash for review to SFA every Tuesday morning.
- Closing the petty cash report at the end of the month and forwarding it for review and approval to SFA.

### **Supplier management**

- Maintaining a database of suppliers, including their contact information and offerings.
- Constantly identifying and meeting potential suppliers for purchase needs.
- Obtaining quotes from approved and potential suppliers. As a rule of thumb we should have at least 3 quotes from 3 different shortlisted suppliers for purchases over Kshs 100,000 in total.
- Performing reference checks on suppliers.
- Issuing approved purchase order to the selected supplier.
- Receiving goods ordered and alongside the team member in charge of the order, comparing them to the approved purchase order and checking their quality before signing off on the delivery note.
- Storing goods received appropriately and maintaining a record of their consumption.
- Receiving supplier invoices and confirming the details to the approved purchase order. Date stamping the supplier invoice, allocating it to the respective business unit and expense category and inputting it into the supplier ledger.
- Reconciling supplier accounts to supplier statements on a quarterly basis and forwarding them for review to SFA. This should be done by the 5<sup>th</sup> of each month following the end of a quarter.
- Reconciling Hogan supplier invoice to customer billings, on a monthly basis and forwarding this for review and approval to the CFO by 20<sup>th</sup> of each month.
- Maintaining an up to date register of all suppliers with whom we have annual contracts. Ensuring that these are maintained up to date, filed appropriately and renewed in a timely manner - Assisted by the Administration Assistant.
- Preparing supplier cheques on a weekly basis, as per the list of approved payments received from SFA.
- Meeting regularly with suppliers together with the SFA for relationship building.

**Fixed Assets**

- Update fixed assets register for all additions and disposals each month.
- Ensure the insurance cover is updated upon addition and disposal of an asset.
- Tag fixed assets and upload onto register

**Insurance**

- Review all the assets insured under the All Risks cover to establish their working condition.

**Administration**

TBA

**NB:**

The salary for this position is a gross of Kshs. 60,000.

All applications to be sent to [recruitment@careerconnectionsld.com](mailto:recruitment@careerconnectionsld.com) by Friday 14<sup>th</sup> June 2019.