

FINANCIAL MANAGER: East Africa

THE OPPORTUNITY	
Key Skills	<p style="text-align: center;"><u>URGENT JOB OPPORTUNITY</u></p> <p style="text-align: center;">Please note that only Kenyan citizens will be considered for this position as it is based at Citadel, Muthithi Road, Nairobi, Kenya.</p> <p>Customer Invoicing</p> <ul style="list-style-type: none"> • Raise invoice and email invoice to client from Debtors email • Process all orders • Procurement accountant to confirm no orders missed • Update incident with Invoice number and send to next incident type in incident process flow • File all document packs • Ensure that account and contact details are correct • Phone account related key contact individuals to facilitate payment • Call customers before suspension to remind of the need for payment • Follow up to ensure payment arrangements are honored <p>Overdue Accounts Process</p> <ul style="list-style-type: none"> • Check payment terms/clauses before suspension. • Suspend accounts where no commitment of payment is received after calls to clients • Check to see whether banks are up to date before suspensions occur • Suspend services where there are failed debit orders • Tracking of all orders through the financial system via incidents <p>Procurement</p> <ul style="list-style-type: none"> • Purchase orders • Check all documentation received from orders control • Ensuring that NU has strong purchasing power • Check information on SFO and Incident is correct (customer, end user, vendor, project, outlines, special instructions) • Check GP% on order and escalate to Assistant FM if under 5% • Check inventory levels and decide if issue from stock or place PO • Prepare supplier purchase order and get pod authorised • Update sales order if any changes are made to inventory codes, projects or warehouses • Email copy of PO, director authorisation and all documentation for non-back to back orders to Africa Accountant and FM • Email Purchase order to Vendor with via Procurement email box • Save PO on K Drive under SFO number • Update incident with PO number and send to next type in incident process flow • Follow up on all PO's until goods/licenses are received • Review and check all Africa purchase orders <p>Renewals/Support</p> <ul style="list-style-type: none"> • Follow up for all support licenses/invoices from Vendors <p>CRA/Vendor Returns</p> <ul style="list-style-type: none"> • When notified of a CRA/RMA open relevant incident on Evolution • Complete relevant documents and send to Vendor • Follow up on all CRA's for either credit note or replacement equipment

	<ul style="list-style-type: none"> • Send CRA credit not information to Creditors Accountant for processing <p>Cash flow management and Bank reconciliation</p> <ul style="list-style-type: none"> • Reconcile bank statements • Control the company's petty cash • Accurate capturing and reconciling of bank accounts and processing of debtor transactions • Verifying creditor invoices and loading payments in the bank <p>Cash Books and Bookkeeping</p> <ul style="list-style-type: none"> • Weekly processing and submission of cash books to Africa Accountant • Monthly review and processing of petty cash • Monthly processing of expense claims journal • Monthly processing of Credit card cash books
Experience	<p><u>“Essential”</u></p> <ul style="list-style-type: none"> • 5+ years full financial accounting experience in a senior role • International exposure • Team management • Local VAT and TAX experience • MS Office package • Sage Evolution (Preferential) • Excellent excel skills • Knowledge and understanding of Accounting & systems processes is essential • VIP or equivalent payroll system <p>VAT and Income TAX</p> <ul style="list-style-type: none"> • Perform monthly VAT recons and ensure that VAT is submitted and paid on time • Perform monthly VAT reconciliations to ensure accuracy of VAT liability • Perform annual Income Tax calculation and submission <p>Payroll Administration</p> <ul style="list-style-type: none"> • Monthly payroll for local employees • Submission, deduction and payment of local individual taxes etc. to local authorities <p>Inventory</p> <ul style="list-style-type: none"> • Add Inventory codes to system when required with all the required fields and information • Send screenshot of new codes to Africa Accountant and FM for review • Working with managers to ensure outlets are stocked and maintained with quality product <p>Stock Control</p> <ul style="list-style-type: none"> • Maintaining stock database • Supervising and ensuring the safe and efficient running of the store's facilities • Working as part of a team with other departmental representatives and ensuring full stores support is supplied • Receiving of physical stock checking, quantities and damages, signing off vendor delivery notes • Scan Serial Numbers of incoming stock • Inform the Debtors and Procurement Accountants and relevant IAM's and PM's regarding receipt of order • Confirm receipt of PO and attach packing list to indicate serial numbers • Ensure accurate stock landing costs and exchange rates are used as per customs documents • Ensure that the transactions were captured correctly on the system
Education	<ul style="list-style-type: none"> • High School Qualification • Qualified Chartered Accountant

Please send applications to careers@nu.co.za

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