



Inventory Controller/Stock Accountant

Overall Responsibility

- The Stock Accountant/controller is responsible for ensuring proper management of company's inventory/ stock items starting from receiving raw materials to Dispatch of Finished Goods.
- Maintains and updates the stock records, responsible for conducting physical stock counts, perform regular stock reconciliations and overall monitoring of stock transactions.

Duties & Responsibilities

- Responsible for maintaining accurate stock listings;
- Facilitate and participate in weekly, monthly and annual stock counts;
- Perform monthly stock reconciliations of physical counts against system for all categories of inventory and highlight variances to the management;
- Assist in developing and implementing inventory policies and procedures;
- Report shortfalls and surplus inventory, weekly and monthly for replenishment;
- Ensure that goods received by FG warehouse/RM store are matched with the actual invoices from the suppliers;
- Reconcile stock deliveries with purchase orders and or agreed contract terms, and raise non-conformity reports where applicable;
- Ensure that finished goods dispatched to the customers are matched with the actual invoices issued to the customers;
- Coordinate with warehouse team to implement and ensure a control system to reduce damage, breakage and inventory obsolescence;
- Support accurate and timely financial reporting through ensuring all stock data is updated correctly;
- Manage the monthly financial close process for all categories of stock;
- Ensure proper records and classification in terms of cost and quantity of all inventory items; Finished Goods, raw materials, spare parts and other consumables;
- Ensure stock ledger entries are properly coded and classified;
- Carry out spot checks on stock balances in the warehouse as against the system records to capture any anomalies; and
- Assist the Chief Finance Manager in other relevant tasks as assigned

Minimum Qualifications and Competencies

- Bachelor's Degree in accounting/Finance, CPAK or equivalent with relevant experience.



- Computer literate with hands on experience in use of Pastel accounting software and advanced excel;
- Good understanding of stock-related operational and control requirements;
- Strong analytical and problem-solving skills;
- Team player with good communication skills;
- Ability to work with minimal supervision; and
- Person of high integrity and self-discipline;

Candidates who qualify are encouraged to apply via careers@silentnightkenya.co.ke
Interviews shall be conducted on a rolling basis.