

JOB DESCRIPTION

Job Title: Accounts Payable Assistant

Reporting to:Accounts Payable Officer (APO)

Purpose:

Under the general guidance of the APO and within the limits of Taka taka Solutions Policies and procedures, to ensure timely, accuracy and completion of duties as required.

To be responsible for assisting in the Accounts Payable department – to assist in ensuring the department operates smoothly, maintain accurate and complete records regarding payments to suppliers, lenders. The person will also serve as a liaison between the Accounts Payable department and external parties, including suppliers who we make payments to.

KEY DUTIES

Payments processing:

Reviewing requisitions and ensuring accuracy and as per budget;
Preparing summaries for APO as required;
Responding to procurement issues,
Tracking all documentation for all payments made from the floats
Uploading all float payments to quickbooks
Responsible for ensuring floats are being used as budgeted/ approved
Updating VAT input trackers
Preparing LPOs and following up on when goods will be ready
In charge of construction budget and deliveries
Communication with key suppliers; adhering to payment terms;
reconciliations

General Accounts:

Ensuring the related expense accounts are correctly updated in Qbooks
Maintain a good filing system for all hard copies of each float payment made
Follow up and report back on missing documentation

Any other duty allocated from time to time by Management.

PERFORMANCE INDICATORS:

- Timely submission of weekly To do/ Done list
- Timely payment of all amounts
- Real time update of trackers
- Up to date filing system for all payments
- Minimal complaints from other departments and suppliers on non-payment
- Complete and accurate expenses in Quickbooks
- Daily reconciled floats onto Quickbooks with bank statements
- Raising queries on items requisitioned but not followed up for payment or delivery
- Ensuring all hard copies reach the office and are filed systematically and sequentially
- Proactiveness of raising payment or supply related issues

COMPETENCIES/ ATTRIBUTES/ KNOWLEDGE REQUIRED

- Team work
- Excellent Microsoft office skills- including advance excel
- Excellent knowledge of Quickbooks
- Time Management
- Ability to multi task
- Willing to learn and take up challenges.
- Integrity and Honesty
- Good Communication skills
- CPA Part II and above
- Added advantage-
 - o experience in a Payables department;
 - Experience with Kenyan taxes especially VAT

If interested please send the details below no later than 4th March 2022 to jobs@takatakasolutions.com ; please note for shortlisted candidates a simple Excel and word test will be sent that will have a 2 day deadline as well:

- cover letter detailing how you fit the position
- Updated CV
- Certificates

Thank you for your interest in this position.