



JOB ADVERTISEMENT

Accountant

Employer: CCI Kenya

Location: Nairobi, Kenya

About CCI Kenya

CCI Kenya is part of **CCI Global**, Africa's largest business process outsourcing (BPO) company, providing world-class customer management solutions to leading brands across the globe. CCI Kenya supports clients across multiple sectors including telecommunications, financial services, retail, and e-commerce.

At **CCI Kenya**, we are proud to be at the forefront of driving Africa's impact on the global BPO industry—creating meaningful employment opportunities, developing top talent, and delivering exceptional service through innovation, professionalism, and teamwork.

We are seeking a **dynamic and detail-oriented Accountant** to join our Finance team and play a critical role in ensuring accurate financial reporting, compliance, and operational efficiency.

Purpose of the Role

To provide accurate, timely, and reliable financial information that supports sound decision-making, ensures compliance, and safeguards the organization's financial health.

Key Responsibilities

Accounts Payable

- Maintain up-to-date supplier KYC, bank details, contracts, and ensure compliance.
- Post all supplier invoices and expenses promptly to the relevant GLs/AP.
- Create AP entries in the ERP system upon receipt of complete KYC documentation.
- Reconcile supplier statements with company ledgers and follow up on discrepancies.
- Reconcile and record corporate credit card transactions, ensuring sufficient funding.
- Ensure all supplier invoices are captured ahead of month-end closure.
- Allocate invoices accurately based on stakeholder inputs.
- Ensure timely payment of company debts per credit terms and maintain strong supplier relations.
- Withhold applicable taxes and submit WHT listings for payment in line with regulatory requirements.

Fixed Asset Management

- Maintain and continuously review the Fixed Asset Register, reconciling it with the Trial Balance.
- Support asset disposal and insurance claim processes through valuation and analysis.

Financial Reporting

- Prepare and reconcile depreciation and asset schedules with the Trial Balance.
- Maintain client bill-back records for month-end closing.
- Post and reconcile IFRS 16 schedules, provisions, accruals, and prepayments.
- Maintain loan schedules, book interest for month-end, and reconcile with the Trial Balance.

Admin & Audit Support

- Coordinate flight bookings upon approved requests.
- Provide administrative and logistical support to the Finance department.
- Assist internal and external auditors with timely documentation and stakeholder follow-ups.

Skills and Competencies

- Strong numerical and analytical ability.
- Excellent communication, stakeholder management, and interpersonal skills.
- Sound problem-solving and critical-thinking abilities.
- Exceptional attention to detail and accuracy.
- High integrity and discretion in handling confidential information.

Minimum Requirements

- **Bachelor's degree in Finance, Accounting, Economics, or a related field.**
- **Must possess CPA (K) and/or ACCA certification.**
- **3-5 years of relevant accounting or finance experience in a busy, data-driven environment.**
- Proficiency in accounting software such as Sage and advanced Microsoft Excel skills.
- Experience in a fast-paced, high-volume, data-driven finance or accounting environment.
- Demonstrated ability to manage large datasets with precision and consistency.

Be part of Africa's leading BPO success story.

Join CCI Kenya and help us deliver world-class financial excellence as we continue to grow and empower our people across the continent.

Application Deadline: 26 October 2025

How to Apply: Send your CV to Barbra.okoth@ccikenya.com with the subject line "Accountant".

Only shortlisted candidates will be contacted.