

NDUMEPLAST LTD

Accountant Job

A Small Medium Sized Company dealing with manufacturing of plastics water tanks seeks to hire an experienced and competent Accountant who will be tasked with the supervision and evaluation of day-to-day accounting activities in the company. He/She will also be responsible for developing and implementing systems for collection, analysis, and reporting of information.

Title: Accountant – Kenya

Industry: Manufacturing

Location: TALA

Responsibilities

- Manage and oversee the daily operations of the accounting department including accounts payable/receivable, cash receipts, payroll and utilities, budgeting, revenue and expenditure variance analysis and Cashflow
- Monitor and analyze accounting data and produce financial reports
- Improve systems and procedures and initiate corrective actions
- Establish and maintain fiscal files and records to document transactions
- Maintain accounting controls by implementing and recommending policies and procedures
- Development, implementation and monitoring of financial accounting and related systems. Set and enforce accounting policy, in addition to working with other departments to develop positions on best practices throughout the organization.
- Prepare financial management reports, including financial planning, budgeting and forecasting.
- Ensure data posted in the Company ERP is validated and is accurate.
- Ensure sales are reconciled on the system daily basis and report.
- Ensure bank reconciliation is done on daily basis.
- Supervise record-keeping and data processing.
- Collection of financial and accounting information and the preparation of budgets, reports, forecasts, cashflow and consolidated profit and loss reports.
- Prepare and submit all tax and statutory returns and deductions
- Review and process income & expense reports.
- Preparation and coordination of the audit process.
- Ensure the creditors/ suppliers are reconciled on timely basis and reported.
- Protect operations by keeping financial data confidential and operate systems to achieve the same
- Recommend financial actions by analyzing accounting data and options.

Qualifications

- CPA at least part II.
- Minimum of 3 years of experience in a similar role preferably in a small Manufacturing environment. (Audit experience will be an added advantage)
- Proven knowledge of bookkeeping and accounting principles
- High attention to detail and accuracy
- Good leadership skills with the ability to direct and supervise
- Excellent communication skills

Those interested should send their CVs and testimonials to ndumeplastl@gmail.com on or before **20th August 2026**