



## GERMAN SCHOOL NAIROBI – ACCOUNTANT ADVERT

### 1. Role Details:

Role Title: **Accountant**

Department or Function: **School**

Role Reports to: **Head of Finance**

Location: **German School, Nairobi**

Job Capacity: **40 hours per week**

Current Job Holder: **Vacant**

### ROLE PURPOSE & ACCOUNTABILITIES

We're seeking an **Accountant** to join our Finance Department. The Accountant's primary responsibility is to be responsible for large sums of money on a daily basis, accounting for outgoing and incoming cash and the daily reconciliation and balancing of this cash at the end of each day. Responsibilities will include, but not be limited to:

#### Inventory Control

- Maintain the stock register
- Control stock receipts and issues
- POS control (Cafeteria, School Shop & Library)
- Policy formulation
- Stock valuation/ pricing
- Stock obsolescence
- Regular and annual stock counts and reconciliation
- Free issues

#### Procurement

- Receive approved purchase request orders and issue LPO's as per existing policies
- Receive supplier invoices and receive goods/ services on the system
- Book received invoices to AP
- PO/AP reconciliation

#### Other Responsibilities

- Collect cash and issue receipts
- Manage the petty cash
- Issue and record salary advances

#### Qualifications

- CPA (K).
- Bachelor of Commerce (Accounting) degree or equivalent.



- At least 3 years' experience in Finance and accounts management
- Excellent oral and communication skills with the ability to present financial matters to non-financial managers.
- High degree of computer literacy especially Microsoft Office.
- Proficiency in SAGE 300 ERP is a must.
- Ability to manage processes and maintain accurate records.
- Must have good organizational skills so as to handle work in an efficient and timely manner.
- Ability to work independently and maintain flexibility in working hours.
- Ability to coordinate tasks to meet deadlines.
- Must have good interpersonal skills.

It is not always possible to define completely the duties and responsibilities attached to job positions, and some variations may be necessary from time to time.

**We are an equal opportunity employer**

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local, laws.

**SALARY AND BENEFITS OFFERED**

- An interesting working environment
- Appropriate salary
- One-year service contract and optional extension

**APPLICATION PROCEDURE AND CONTACT PERSON**

Your application, accompanied by a Curriculum Vitae, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later than **6<sup>th</sup> August, 2021**, via email to: [applications@germanschool.co.ke](mailto:applications@germanschool.co.ke)