



Deutsche Schule Nairobi
German School Nairobi

GERMAN SCHOOL NAIROBI – ACCOUNTANT ADVERT

1.Role Details:

Role Title: **Accountant**

Department or Function: **Finance**

Role Reports to: **Head of Finance**

Location: **German School, Nairobi**

Job Capacity: **40 hours per week**

Current Job Holder: **Vacant**

ROLE PURPOSE & ACCOUNTABILITIES

We are currently seeking an accurate, experienced, and thorough accountant to join our Finance Department. In this role, you will demonstrate your expertise in a variety of accounting practices, including accounts receivable and payable, reconciling the general ledger, expense reports preparation, and assist during audits. To succeed in this position, you will be highly accurate and efficient in adding value to the finance team and upholding our institution's exceptional reputation.

Responsibilities will include, but not be limited to:

- Payroll accounting including but not limited to; preparing ledger entries with earnings and deductions, timely payroll payments and filing, paying out and recording of any salary advances for employees
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Paying vendors by scheduling and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Ensuring continuous improvement of the payment process
- Preparing and reconciling of journal entries for month-end close
- Reconciling general ledger accounts
- Petty cash accounting and management
- Assisting with the year-end audit of all cash related transactions
- Assisting with stock count during stock take
- Performing other tasks as assigned

Qualifications

- BSc in Accounting, Finance or relevant degree
- Additional certification (CPA or ACCA) is a plus
- Excellent communication skills, written and verbal with the ability to present financial matters to non-financial managers.
- At least 2 years' experience as an Accountant.
- High degree of computer literacy especially Microsoft Office.
- Hands-on experience with accounting software specifically SAGE

Document Classification: For Internal Use Only



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- Excellent knowledge of accounting regulations and procedures.
- Ability to manage processes and maintain accurate records.
- Must have good organizational skills to handle work in an efficient and timely manner.
- Ability to work independently and maintain flexibility in working hours.
- Strong attention to detail and good analytical skills.
- Must have good interpersonal skills.
- Polished phone and email etiquette

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, ID Card, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later than **Friday 18th November, 2022**, via email to: applications@germanschool.co.ke