



Job Summary

The General Ledger Accountant is responsible for maintaining accurate and up-to-date financial records, preparing financial reports, and ensuring the integrity of the general ledger. This role is critical in supporting the financial management of Kenya Railway Golf Club, providing timely and accurate financial data to aid in decision-making.

Job Title: General Ledger Accountant
Department: Finance
Reports to: Finance Manager
Location: Kenya Railway Golf Club, Nairobi, Kenya

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Key Responsibilities

General Ledger Maintenance:

- Oversee the integrity and accuracy of the general ledger by performing regular reviews and reconciliations.
- Ensure that all journal entries are recorded in a timely and accurate manner in accordance with accounting standards and internal policies.
- Conduct month-end and year-end closing processes, including posting adjustments and closing entries.

Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Ensure compliance with Kenyan accounting standards (IFRS or IAS) and other regulatory requirements.
- Assist in preparing management reports and analyses to provide insights on the club's financial performance.

Account Reconciliation:

- Perform regular reconciliations of balance sheet accounts, including bank reconciliations, accounts payable, accounts receivable, inventory, and fixed assets.
- Identify discrepancies and resolve them promptly, ensuring that all accounts are accurate and complete.

Budgeting and Variance Analysis:

- Assist in the preparation of the club's annual budget and monitor performance against it.
- Conduct variance analysis to identify and explain differences between actual and budgeted figures.
- Provide insights and recommendations to improve budget adherence and cost management.

Internal Controls and Compliance:

- Implement and monitor internal controls to ensure the accuracy of financial information and safeguard club assets.
- Ensure compliance with tax regulations, including VAT, PAYE, and corporate tax, and coordinate with external auditors during the audit process.
- Maintain proper documentation and support for all journal entries and adjustments.

Accounts Payable and Accounts Receivable Support:

- Collaborate with the accounts payable and accounts receivable teams to ensure transactions are accurately recorded in the GL.
- Assist with managing aged receivables and payables, ensuring timely follow-up on outstanding items.

Cash Flow Management:

- Monitor cash flow and provide weekly, monthly, and annual cash flow forecasts to aid in financial planning.
- Work closely with other finance team members to ensure adequate liquidity and manage cash efficiently.

Fixed Asset Management:

- Maintain the fixed asset register, ensuring assets are accurately recorded, depreciated, and disposed of when necessary.
- Perform periodic physical verification of assets and ensure any discrepancies are addressed.

Financial Systems and Process Improvements:

- Utilize accounting software to improve financial processes, reporting, and accuracy.
- Identify opportunities for process improvements and work with the finance team to implement them.
- Assist in system upgrades, implementation, or changes in accounting software, ensuring seamless integration with existing processes.

Qualifications

Educational Background:

Bachelor's degree in Accounting, Finance, or a related field.

Professional Certification:

CPA (Certified Public Accountant) or ACCA (Association of Chartered Certified Accountants) qualification is highly preferred.

Experience:

Minimum 3-5 years of experience in general ledger accounting or a similar role, ideally within the hospitality, sports, or club management industry.

Technical Skills:

Proficiency in accounting software (e.g., QuickBooks, Sage, or ERP systems).

Advanced skills in Microsoft Excel for financial reporting and analysis.

Knowledge:

Strong understanding of Kenyan accounting standards (IFRS/IAS), tax laws, and regulatory requirements.

Key Competencies

Analytical Skills:

Ability to analyze financial data, detect errors, and recommend corrective actions.

Attention to Detail:

High level of accuracy and attention to detail in maintaining financial records and preparing reports.

Communication Skills:

Effective verbal and written communication skills to interact with team members, external auditors, and other departments.

Problem Solving:

Proactive approach to identify financial discrepancies and resolve issues effectively.

Integrity and Ethics:

High ethical standards and commitment to ensuring accuracy and compliance in all financial dealings.

Organizational Skills:

Ability to manage multiple tasks and deadlines, particularly during month-end and year-end closing processes.

Working Conditions

The role is primarily office-based, with occasional visits to club facilities for fixed asset verification. Requires additional hours during peak periods, such as Month / fiscal year-end and audit season

May If you are a highly motivated and experienced individual with a passion for golf, then we encourage you to apply for the position of a General Ledger Accountant at our Golf Club.

To apply, please submit your application together with your CV and the supporting documents listed above to the following email addresses: manager@krgc.co.ke on or before Friday , 24th December 2024.