



Job Title: Senior Accountant  
Department: Finance  
Reports to: General Manager  
Gross salary: Kshs. 70,000  
Location: Kenya Railway Golf Club, Nairobi, Kenya

## Senior Accountant

### Job Summary

Reporting to the General Manager of Kenya Railway Golf Club, the Senior Accountant will be in charge of the Club's finance/ accounting management. The office holder will oversee Finance /Accounting, stores and Finance Office Administration functions.

### Responsibilities

- Cash flow management
  - Oversee debt collection.
  - Oversee and coordinate accounts payable, Receivable and other payments
  - Oversee cash disbursements in accordance with financial management policies
  - Facilitates accounts receivable collections through phone calls, emails and letters.
- Bank reconciliations review
  - Oversee & Review bank and other cash reconciliations.
  - Ensure reconciling items are dealt with promptly.
- Oversee periodic end closing process
  - Conduct month-end closing and year-end closing activities
  - Maintain balance sheet support schedules
  - Review Trial balance for accuracy
  - Prepare monthly management accounts
  - Prepare annual final accounts

- Inventory variance analysis
  - Coordinate external and internal financial audit
- Fixed Assets Management
  - Maintain accurate fixed assets register
  - Ensure adherence to organization's depreciation policy
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  - Maintain accurate fixed assets register
  - Ensure adherence to organization's depreciation policy
- Budgeting
  - Liaise with other department on budget proposals
  - Consolidate proposals into the draft budget
- Administration
  - Ensure that the accountants meet their reporting obligations, and that the reports originating from them are accurate, reliable, useful and timely.
  - Oversees member billing and collection procedures.
  - Keep all financial records in safe custody.
  - Ensure compliance and consistency with financial policies and procedures.
  - Ensure that internal controls, policies and procedures are maintained and improved upon.
  - Guide, manage and supervise accountants, controller and store team in general.
  - Carry out any other tasks as assigned by the General Manager.

#### Qualifications, Skills and Experience:

1. Bachelor's degree in commerce or business related studies together with professional qualifications in CPA (K)/ ACCA is **Must**.
2. At least three (5) years of experience managing a finance department team, preferably in sports Club or hospitality sector.
3. Member of ICPAK/ ACCA or a recognized accounting professional body is a **Must**.
4. Computer literate with special skills on POS software, ERP experience with the SBA Accounting will be an added advantage.
5. Must be a person of high integrity.
6. Knowledge of payroll processing and related taxes.
7. Experience with computerized accounting.
8. Strong organizational and analytical skills.
9. Excellent oral and written communication skills.

If you are a highly motivated and experienced individual with a passion for golf Club, then we encourage you to apply for the position of a Senior 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: [hr@krgc.co.ke](mailto:hr@krgc.co.ke) CC: [manager@krgc.co.ke](mailto:manager@krgc.co.ke) on or before Monday , 05<sup>th</sup> May 2025. Only shortlisted candidates will be contacted.