



Job Title: Assistant Accountant
Department: Finance
Reports to: Senior Accountant
Basic salary: Kshs. 50,000
Location: Kenya Railway Golf Club, Nairobi, Kenya

ASSISTANT ACCOUNTANT

Job Summary

Reporting to the Senior Accountant of Kenya Railway Golf Club, the Assistant Accountant will be in charge of providing critical support to the finance department by handling financial tasks and supporting the Senior Accountant in the daily financial duties.

Responsibilities:

- Assist in maintaining accurate and up-to-date financial records.
- Process invoices, receipts, and payment in a timely manner.
- Perform bank and accounts reconciliations.
- Help prepare monthly financial and management reports.
- Maintain proper filing and documentation of all accounting records.
- Support the Senior Accountant in audits and budgeting processes.
- Respond to suppliers' queries and follow up on outstanding issues.
- Developing and implementing internal controls.
- Responsible for statutory compliance in both accounting and taxation.

- Identify potential problems, independently formulate solutions and make recommendations to the Senior Accountant.
- Providing general administrative and accounting duties as needed by the finance team.\

Qualifications, Skills and Experience:

1. Bachelor's degree in Accounting or Finance.
2. **MUST** have a Minimum (3) years progressive accounting experience preferably in hospitality Industry or a Sports Clubs.
3. **MUST** have a minimum professional accounting qualification of CPA II (Kasneb Intermediate level).
4. Member of ICPAK or recognized professional body is an added advantage
5. Knowledge of accounting principles and bookkeeping practices.
6. Proficiency in accounting software such as Sage, Opera PMS and SBA would be an added advantage.
7. Strong Microsoft Excel and general computer skills.
8. Knowledge of payroll processing and related taxes.

Personal Attributes.

1. Excellent organizational and communication skills.
2. High level of discretion, integrity, and attention to details.
3. Must be a person of high integrity.
4. Strong organizational and analytical skills.
5. Team player
6. Tact, diplomacy and flexibility in interacting with members of the club and staff
7. Able to work under pressure.
8. Able to work with Minimum supervision.

Location.

The principal place of employment shall be at Kenya Railway Golf club premises located off Haile Selassie Avenue, Nairobi or any such location as the management shall advise from time to time.

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 an Assistant Accountant at our Golf Club. To apply, please submit your application together with your updated CV and the supporting documents listed above to the following email addresses: hr@krgc.co.ke CC: manager@krgc.co.ke applications are ongoing as from 6th October 2025 up to 19th October, 2025. Only shortlisted candidates will be contacted.