

OUR VALUES

Family	Ownership	Opportunity	Tomorrow
Authenticity, Teamwork, Integrity	Persistent problem-solver	Develop yourself, the team and the brand	Ideas to build the future

JOB OVERVIEW

Job Title: Management Accountant

Department: Finance

Duty Station: Kenya Office

Reports To: Head of Finance

Type: Full Time

Job Purpose:

Jibu Kenya is looking for a **Management Accountant** who will be responsible for helping Jibu to achieve volume, expansion, profitability (cost savings and total revenue), and impact targets in line with Jibu's mission and objectives through sound financial reporting and business partnering. The Job Purpose of the **Management Accountant** is to facilitate the communication of financial & business metrics through generation of accurate and timely financial statements. Specifically, to undertake all aspects of financial & management reporting, including regulatory and reporting, budget Vs actuals analysis, forecasts preparation, development and implementation of internal control policies and procedures.

Supervision Received: This position works highly autonomously and reports directly to the Head of Finance

Duties & Responsibilities:

- **Invoicing and Revenue Collection**
 - Supervise the billing, monitor and track discounts & replacements & reporting of revenue
 - Lead the communication with Franchisees regarding all invoices, arrears, discounts, etc.
 - Ensure accounts receivable are maintained accurately through on-time billing, receipt of payments & ensure correct application of funds to invoices.
- **Budgeting and Financial Planning**
 - Provide financial planning and analysis support to the Head of Finance as part of the budgeting process including preparing components of the budget such as revenue and opex budget
 - Prepare and monitor performance against forecasts and budgets and also provide insights into the revenue and cost drivers
 - Execute Weekly & monthly cash-flow planning (account receivable collections, accounts payables and payments/disbursements)
 - Support the franchisees in key aspects of financial management
- **Financial control and Accounting**
 - Ensure that the Month is closed by the 4th of the next month
 - Ensure timely and accurate posting, balancing and reconciliations of the general ledger
 - Ensure monthly reconciliation of bank accounts, cash, sales and all inventories and stocks.
 - Ensure that all proper procedures have been followed & approvals have been obtained for financial transactions
 - Ensure all cash/credit sales transactions are timely recorded in the accounting system
 - Manage all aspects of cost accounting (including landed cost accounting) and inventory control for both Jibuco and company owned stores including stock counts and stock reconciliations

- **Reporting and Audit Management**

- Close the books by the 4th of the next month
- Prepare monthly financial dashboard for review by the Head of Finance
- Prepared draft annual financials for review by the Financial Controller by 15th of January of the following year
- Prepare and maintain all schedules required in readiness for external audits
- Research technical accounting issues for compliance (IFRS, IAS standards)

- **Compliance and Banking**

- Ensures that all banking queries are timely cleared
- Prepares tax and other returns per the deadlines (Statutory returns, Corporate Tax, PAYE, NSSF, VAT, EXCISE TAX, WHT, etc.)

Experience Requirements

Minimum Experience:

- 4+ years of experience in the Finance department in a similar role in Kenya with a for-profit business which operates in multiple locations and in several currencies.
- Degree in Accounting or Finance
- Required professional qualification CPA, ACCA, CIMA or equivalent
- Thorough knowledge of accounting principles and procedures including IFRS and IASs.
- Demonstrable experience with preparing financial statements, management accounting (costing, unit economics) - **Critical**.
- Demonstrated experience with budgets and forecasts prepared in Excel and daily and monthly monitoring of actual vs. budget.
- High levels of proficiency in Excel, Word and PowerPoint
- Excellent accounting software experience. Netsuite experience is an added advantage
- Strong focus on controls and processes and high attention to detail
- Strong communication skills for engaging with business partners and ensuring processes are being followed
- Strong people manager who can evidence experience in leading, mentoring, and providing clear guidance to junior finance staff
- Confidence to challenge senior opinions and maintain positive working relationships

Culture Fit Criteria:

At Jibu, we do not recruit based CVs only, we look for a candidate with the right attitude, hunger for success and talent.

- Externally Focused: Understands the upstream and downstream implications of his/her work. Tracks and shares external trends, best practices or ideas.
- Performance Driven And Accountable: Has high-performance standards. Outperforms her/his peers.
- Fast/Agile: Removes barriers to move faster. Experiments and adapts. Thrives under pressure and fast pace.
- Empowered: Brings solutions instead of problems. Challenges the status quo. Has the courage to take an unpopular stance.

Internal Interfaces:

- KE Leadership Team
- Expansion Team
- Finance Mgr of all other Countries
- CFO

External Interfaces:

- Jibu franchisees & franchise staff
- Other project based Partners
- Key stakeholders.

Got Interested? Please apply using this [Link Form](#)