

# FINANCIAL MANAGER: East Africa

## THE OPPORTUNITY

**Please note that only Kenyan citizens will be considered for this position.**

### Customer Invoicing

- Raise invoice and email invoice to client from Debtors email
- Process all orders
- Procurement accountant to confirm no orders missed
- Update incident with Invoice number and send to next incident type in incident process flow
- File all document packs
- Ensure that account and contact details are correct
- Phone account related key contact individuals to facilitate payment
- Call customers before suspension to remind of the need for payment
- Follow up to ensure payment arrangements are honored

### Overdue Accounts Process

- Check payment terms/clauses before suspension.
- Suspend accounts where no commitment of payment is received after calls to clients
- Check to see whether banks are up to date before suspensions occur
- Suspend services where there are failed debit orders
- Tracking of all orders through the financial system via incidents

### Procurement

- Purchase orders
- Check all documentation received from orders control
- Ensuring that NU has strong purchasing power
- Check information on SFO and Incident is correct (customer, end user, vendor, project, outlines, special instructions)
- Check GP% on order and escalate to Assistant FM if under 5%
- Check inventory levels and decide if issue from stock or place PO
- Prepare supplier purchase order and get pod authorised
- Update sales order if any changes are made to inventory codes, projects or warehouses
- Email copy of PO, director authorisation and all documentation for non-back to back orders to Africa Accountant and FM
- Email Purchase order to Vendor with via Procurement email box
- Save PO on K Drive under SFO number
- Update incident with PO number and send to next type in incident process flow
- Follow up on all PO's until goods/licenses are received
- Review and check all Africa purchase orders

### Renewals/Support

- Follow up for all support licenses/invoices from Vendors

### CRA/Vendor Returns

- When notified of a CRA/RMA open relevant incident on Evolution
- Complete relevant documents and send to Vendor
- Follow up on all CRA's for either credit note or replacement equipment
- Send CRA credit not information to Creditors Accountant for processing

### Cash flow management and Bank reconciliation

## Key Skills

	<ul style="list-style-type: none"> <li>• Reconcile bank statements</li> <li>• Control the company's petty cash</li> <li>• Accurate capturing and reconciling of bank accounts and processing of debtor transactions</li> <li>• Verifying creditor invoices and loading payments in the bank</li> </ul> <p><b>Cash Books and Bookkeeping</b></p> <ul style="list-style-type: none"> <li>• Weekly processing and submission of cash books to Africa Accountant</li> <li>• Monthly review and processing of petty cash</li> <li>• Monthly processing of expense claims journal</li> <li>• Monthly processing of Credit card cash books</li> </ul>
<b>Experience</b>	<p><b><u>“Essential”</u></b></p> <ul style="list-style-type: none"> <li>• 5+ years full financial accounting experience in a senior role</li> <li>• International exposure</li> <li>• Team management</li> <li>• Local VAT and TAX experience</li> <li>• MS Office package</li> <li>• Sage Evolution (Preferential)</li> <li>• Excellent excel skills</li> <li>• Knowledge and understanding of Accounting &amp; systems processes is essential</li> <li>• VIP or equivalent payroll system</li> </ul> <p><b>VAT and Income TAX</b></p> <ul style="list-style-type: none"> <li>• Perform monthly VAT recons and ensure that VAT is submitted and paid on time</li> <li>• Perform monthly VAT reconciliations to ensure accuracy of VAT liability</li> <li>• Perform annual Income Tax calculation and submission</li> </ul> <p><b>Payroll Administration</b></p> <ul style="list-style-type: none"> <li>• Monthly payroll for local employees</li> <li>• Submission, deduction and payment of local individual taxes etc. to local authorities</li> </ul> <p><b>Inventory</b></p> <ul style="list-style-type: none"> <li>• Add Inventory codes to system when required with all the required fields and information</li> <li>• Send screenshot of new codes to Africa Accountant and FM for review</li> <li>• Working with managers to ensure outlets are stocked and maintained with quality product</li> </ul> <p><b>Stock Control</b></p> <ul style="list-style-type: none"> <li>• Maintaining stock database</li> <li>• Supervising and ensuring the safe and efficient running of the store's facilities</li> <li>• Working as part of a team with other departmental representatives and ensuring full stores support is supplied</li> <li>• Receiving of physical stock checking, quantities and damages, signing off vendor delivery notes</li> <li>• Scan Serial Numbers of incoming stock</li> <li>• Inform the Debtors and Procurement Accountants and relevant IAM's and PM's regarding receipt of order</li> <li>• Confirm receipt of PO and attach packing list to indicate serial numbers</li> <li>• Ensure accurate stock landing costs and exchange rates are used as per customs documents</li> <li>• Ensure that the transactions were captured correctly on the system</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• High School Qualification</li> <li>• Qualified Chartered Accountant</li> </ul>