

DAIRY ACCOUNTANT JOB DESCRIPTION

Job Title	Dairy Accountant
Department	Accounts
Position Reports to	Dairy Manager
Position Supervises	Driver, Clerks and General Hands

Overall purpose of the job

To ensure maintenance of accurate records as well as reconciliation of financial accounts with source documents. Formulate financial and accounting procedures and policies, prepare and submit final accounts.

Tasks and Responsibilities

- In charge of milk supplier's registration processes
- Ensure that milk suppliers cards are raised in triplicate (suppliers, transporters and dairy copy)
- Ensure daily posting and reconciliation of milk received and sold so as to come up with the correct closing stock balances and opening stock for the following day.
- Ensure that sales proceeds from local milk sales are banked on daily basis. The petty cash float should be drawn from the bank on need basis and reconciliation done on daily basis
- Ensure that all payments and purchases are properly supported and that the laid down procedures are followed
- Follow up debtors and creditors to make good their accounts
- Prepare milk suppliers, transporters and staff payrolls on timely basis and ensure that the dairy complies with statutory requirements
- Make monthly bank, M-pesa and other mobile platform payments
- Advise clients on milk payments and be responsible for responding to discrepancies.
- Evaluate the dairy's internal controls and ensure that they work as expected and where possible recommend review
- Communicate and advise management regularly on the financial status of the dairy
- Continuously update and maintain the shareholders register, shares contributions and fees charged
- Prepare weekly, monthly, quarterly and final accounts including the profit and loss statement, balance sheet and trial balance and presented to the management not later than 5th of every month.
- Prepare and support external auditors in doing their work
- Prepare the dairy's annual budget
- Perform any other duties as assigned by the Dairy Manager and the management committee/Board

Knowledge and Skills Required

- Bachelor's degree in Finance, Accounting or any business related field
- CPA (K) or equivalent
- Member of ICPAK

- A minimum of 4 years' experience of relevant work experience preferably at a Dairy Co-operative Society
- Demonstrate ability to use computerized accounting systems
- Must demonstrate high integrity and ethical practice
- Must demonstrate ability to work independently with minimum supervision
- Must be a team player
- Must have the ability to write and communicate fluently in Kiswahili and English
- Must be able to work under pressure, at odd times and holidays.
- Must be a flexible person
- Must be good in the use of MS Office packages and internet.

Interested and qualified candidates may submit their letters of application, updated Curriculum Vitae with daytime contacts, a list of three (3) referees including their phone contacts and email quoting the Job title to: hr@emalidca.org

NB: All applications should be sent through the above email.

HR

EMALI DEDICATED CHILDREN'S AGENCY

P.O. BOX 249 EMALI

Deadline for applications is 26th February 2019. Only short listed candidates will be contacted.