



The Association for the Physically Disabled of Kenya (APDK)
Empowering persons with different abilities

JOB ADVERTISEMENT

JOB TITLE: CHIEF ACCOUNTANT

JOB PROFILE

Leads APDK's Financial Strategy, oversees all accounting functions and staff, ensuring financial accuracy and efficiency. S/He Provides strategic financial guidance to senior management, recommending profit-boosting and cost-saving measures, especially during economic challenges. Fosters a strong accounting team through effective leadership, training, and mentorship.

Key Responsibilities:

Financial Leadership & Analysis:

- Conduct in-depth financial analysis and provide strategic insights to management.
- Oversee month-end closing procedures, ensuring accurate reconciliations and journal entries.
- Lead the finance team in completing assigned tasks efficiently and meeting deadlines.
- Evaluate and recommend improvements to the organization's accounting systems.
- Generate comprehensive financial reports and statements for management review.
- Investigate and resolve financial discrepancies, proposing effective solutions.
- Monitor expenditures, analyze revenues, and report budget variances to management.
- Provide prompt and accurate responses to all accounting inquiries from management.

Team Leadership & Support:

- Offer guidance and support to other accounting staff as needed.
- Assist in budgeting and expense management for assigned accounts.
- Facilitate audits by providing necessary information and preparing documentation.
- Ensure accurate and compliant recording of all financial transactions.
- Review and recommend updates to existing accounting procedures.

Competitive Qualifications:

- Certified Expertise with a valid CPA license and experience as a CPA in a corporate setting
- Strong Academic Foundation, Minimum Bachelor's Degree in Accounting/Finance with additional accounting and management coursework a plus.
- Proven Leadership, Minimum 5 years' experience in a leadership role, demonstrating the ability to motivate and lead by example.
- Technical Proficiency, Exceptional computer skills with mastery of Microsoft Office, databases, and accounting software (Sage experience a plus).
- Financial Acumen, Expertise in financial statement analysis and strong accounting principles.
- Accuracy & Detail-Oriented, Demonstrate consistent accuracy, thoroughness, and a keen eye for detail.
- Organizational Skills, possess exceptional organizational skills and an aptitude for working with numbers.
- Effective Communication, Excel in written and verbal communication, fostering strong relationships with colleagues and management.
- Thrives Under Pressure, Able to work effectively in a fast-paced environment and meet deadlines consistently

Qualified candidates are requested to submit their CV accompanied by a cover letter addressed to The HR & Administration Manager, APDK, to jobs@apdk.org on or before **5th July 2024**.

Persons Living with Disability (PWDs) are encouraged to apply.

APDK is an Equal Opportunity Employer!

