



# ABC CAPITAL LTD

## EXCITING CAREER OPPORTUNITY

ABC Capital is a leading stock brokerage company in Kenya offering a flexible range of world class wealth management services to investors in the East Africa region. The Company is seeking to recruit dynamic, analytical, self-driven and team player professional in the below listed role:

### **POSITION: ACCOUNTANT**

Reporting to the General Manager, the incumbent will be responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports & statements, and ensure appropriate accounting control procedures. Additionally, he/she will be responsible for supportive services such as office administration

### **Key Responsibilities & Expectations**

- Knowledge of Financial Management:
  - Manage and oversee all aspects of accounting.
  - Ensure accurate and timely financial reporting.
- Stock Broking Company Expertise:
  - Demonstrate expertise in stock broking company accounting practices.
  - Handle the complexities of financial transactions related to stock trading.
- Tax Compliance:
  - Ensure compliance with all relevant tax regulations.
  - Thrive in a high-pressure environment and manage workload efficiently.
  - Meet deadlines consistently while maintaining accuracy.
- Profit and Loss (P&L) Management:
  - Prepare and analyze Profit and Loss statements to provide insights into financial performance.
- Assist and or conduct Financial Audits:
  - Coordinate and manage financial audits.
  - Collaborate with auditors to ensure a smooth audit process.
  - Maintain accurate financial records and documentation.
  - Ensure compliance with accounting standards and regulations.
- Team Collaboration:
  - Collaborate with cross-functional teams to gather financial information.
  - Communicate effectively with team members and stakeholders.
  - Identify opportunities for process improvement in the accounting function.
  - Implement best practices to enhance efficiency.
- Maintaining books of accounts while ensuring statutory and management accounts are prepared accurately and submitted on time.
- Co-coordinating all tax computations and remittances for the company.
- Safeguarding the company's assets and resources against loss, theft and ineffective use by installing and maintaining appropriate internal control systems. Report exceptions in the quarterly self-audit report.
- Steering the designing of accounting systems; manage their implementation, maintenance and modification.
- Liaising with external auditors and statutory bodies to ensure compliance with the regulatory body
- Ensuring compliance with finance and accounting standards and regulations.
- Participating in direct preparation of budgets & forecasts, and report performance against actual.
- Efficient and effective management of the company's business cycle in relation to timely debt collection, timely processing of payments for goods and services rendered.

- Reviewing cash flows and financial requirements for the organization.
- Ensuring ISO standards are implemented and maintained.
- Attend to any other duty that may be assigned from time to time.

**Minimum Qualifications, Experience, Knowledge & Key Competencies**

- Bachelor's Degree in Business/Management /Economics or related field.
- At least 4 years work experience.
- Excellent interpersonal and communication skills.
- Confident negotiation skills.
- Decision making skills.
- Excellent time management.
- Accuracy and attention to detail.
- Strong analytical skills.
- Reliability and honesty.
- Ability to work under pressure.

If you believe you meet the above requirements, send your applications to the following address: [recruitment@abcthebank.com](mailto:recruitment@abcthebank.com) on or before **19<sup>th</sup> February 2024**. Please put the position applied for as the subject of the email

***Only short listed candidates will be contacted. Canvassing will lead to automatic disqualification.***

The logo for Abc CAPITAL LTD features the letters 'abc' in a large, bold, blue, rounded font. Below this, the word 'CAPITAL' is written in a smaller, blue, serif font, followed by 'LTD' in a similar serif font. The entire logo is enclosed within a thin blue rectangular border.

• MEMBER OF THE NSE SINCE 1954 •