

Job Advertisement for Accounts and Operations Lead

Job Title: Accounts and Operations Lead

Department: Finance and Operations

Location: Mombasa, Kenya

Reports to: Managing Director

Job Summary

Our client a leading petroleum supplier based in Mombasa that is dedicated to providing high-quality petroleum products to petrol stations across the country. They are looking for a dynamic and experienced Accounts and Operations Lead who will manage the financial activities and oversee operations, ensuring efficient coordination with suppliers and buyers. This is a unique opportunity for a proactive individual to join a growing company and contribute to its strategic goals.

Key Responsibilities

- Track revenues and expenses.
- Manage all accounting transactions, including invoicing, accounts payable, and receivable.
- Prepare budget forecasts and financial statements monthly, quarterly, and yearly.
- Keep track of department budgets and report to leadership.
- Conduct month-end and year-end close processes.
- Ensure compliance with Kenyan tax regulations and submit timely tax returns.
- Ensure company compliance with other industry regulations and standards.
- Supervise coordination with suppliers to ensure timely delivery of petroleum products.
- Liaise with buyers to manage orders and deliveries.
- Manage relationships with buyers to ensure high levels of customer satisfaction.
- Maintain strong relationships with suppliers to ensure timely delivery of petroleum products.
- Address and resolve any customer or supplier issues promptly.
- Maintain accurate records of inventory levels and transactions.
- Prepare and process purchase orders and invoices.
- Monitor and report on stock levels, ensuring efficient inventory management.
- Ensure that financial controls and processes are in place to safeguard the company's assets.
- Develop efficient day-to-day workflows (Standard Operating Procedures) to enable employees and teams to use time more efficiently and save on costs.

Qualifications and Requirements

- Bachelor's degree in Accounting, Finance, or a related field.
- Certified Public Accountant (CPA) qualification preferred.
- Minimum of 3 years of experience in accounting and operations, preferably in the petroleum industry.
- Strong knowledge of Kenyan tax regulations, requirements, and tax law.
- Excellent analytical, organizational, and communication skills.
- Demonstrated potential for growth into a senior management role.



How to Apply

Interested candidates should send their CV and cover letter to cvs@afribusiness.co.ke by **COB Friday 12th July 2024**. Please include "**Accounts and Operations Lead Application**" in the subject line.