

Vistari SEZ Limited - Job description

Job details	
Job title: Finance & Accounting Manager	Line Manager title: Head of Finance & Accounting
Department: Finance & Accounting	Location: Eldoret
Direct reports	
Senior Finance & Accounting Officers	Finance & Accounting Officer(s)
Job summary	
The Finance & Accounting Manager provides operational leadership and oversight of the accounting, financial reporting, and treasury functions, ensuring accuracy, transparency, and compliance with statutory and international standards (IFRS). The position is responsible for managing the end-to-end financial service delivery, including general ledger, accounts payable and receivable, payroll accounting, cash management, and financial controls, in alignment with corporate policies and business goals. The role supports the Head of Finance in translating strategic financial objectives into efficient operational practices that strengthen financial governance, performance monitoring, and decision support across the organisation.	
Roles and responsibilities	
Financial Accounting & Reporting - Supervise the preparation of accurate and timely financial statements, schedules, and reconciliations in compliance with IFRS and statutory requirements. - Oversee day-to-day accounting operations, including journal entries, reconciliations, and general ledger integrity. - Coordinate monthly, quarterly, and annual closing activities; ensure consistency in reporting across business units. - Prepare and submit management accounts and variance reports for review by the Head of Finance and CFO. - Support external audits, liaise with auditors, and ensure audit adjustments and recommendations are implemented. Budgeting, Costing & Performance Monitoring - Coordinate departmental budget preparation, ensuring alignment with operational plans. - Track expenditure against budgets, analyse variances, and recommend cost-control actions. - Support cost accounting processes — including product costing, overhead allocation, and profitability analysis — to aid pricing and performance decisions. - Generate financial dashboards and insights to support production efficiency and profitability monitoring. Treasury & Working Capital Management - Manage daily cash flows, bank reconciliations, and cash forecasts to ensure liquidity and funding for operations. - Monitor and control accounts receivable and payable cycles, ensuring timely collections and payments. - Liaise with banks and financial institutions to manage payments, credit facilities, and short-term investments. - Support implementation of cash management automation tools and internal control mechanisms. Financial Controls & Compliance - Enforce internal financial controls to safeguard assets and ensure accurate financial recording. - Ensure compliance with financial policies, procurement guidelines, tax laws, and statutory obligations (KRA, NSSF, SHIF, NHIF). - Collaborate with Internal Audit to resolve audit queries and strengthen internal processes. - Maintain complete and auditable documentation for all transactions. Taxation & Statutory Management - Oversee accurate computation and timely filing of statutory returns (PAYE, VAT, WHT, Excise, etc.). - Coordinate with tax advisors and KRA on compliance and advisory matters.	

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- Maintain up-to-date tax records and support implementation of tax-efficient practices.
- Monitor regulatory changes and assess their impact on the Company's operations.
- **Systems, Processes & Continuous Improvement**
 - Ensure proper utilisation of the ERP system for accounting and reporting, ensuring data integrity and integration with other modules (procurement, HR, inventory).
 - Streamline accounting workflows, enhance automation, and reduce manual processing.
 - Support IT and Head of Finance in implementing digital transformation initiatives in financial management.
 - Maintain a high standard of documentation, accuracy, and confidentiality in financial operations.
- **Leadership, Team Management & Capacity Building**
 - Supervise other finance staff to ensure quality and timeliness of outputs.
 - Provide coaching, mentorship, and training to enhance staff technical competence.
 - Oversee workload allocation, performance appraisals, and succession planning within the finance function.
 - Foster a culture of accountability, collaboration, and continuous improvement.
- **Stakeholder Engagement & Advisory**
 - Support the Head of Finance in preparing reports and presentations for the CFO, Management, and Board Committees.
 - Liaise with external auditors, regulators, and financial institutions on operational matters.
 - Provide financial guidance to departmental heads on budgets, compliance, and expenditure management.
 - Contribute to cross-departmental projects requiring financial analysis and oversight.
- **Compliance with Vistari's Corporate Systems**
 - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.
 - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
 - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.
 - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
 - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
 - Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications + Work experience

- Bachelor's degree in Finance, Accounting, or Business Administration.
- CPA (K), ACCA, or equivalent professional qualification.
- Master's degree in Finance, Accounting, or Business Administration is an added advantage.
- Minimum of twelve (12) years' progressive experience in accounting and finance, with at least four (4) in a managerial/supervisory role, preferably in manufacturing or industrial sectors.
- Strong understanding of IFRS, financial controls, and tax compliance.
- Proficiency in ERP systems (SAP, Oracle, Microsoft Dynamics, or equivalent).
- Membership in a recognised professional body (ICPAK or equivalent).

Technical skills and behavioural competencies

- **Financial Management:** Deep understanding of financial reporting, budgeting, and cost control.
- **Accounting Expertise:** Strong command of IFRS, audit processes, and reconciliations.
- **Analytical Thinking:** Ability to interpret data and provide actionable financial insights.
- **Technology Proficiency:** ERP and Excel skills for automation and analytics.
- **Leadership & Supervision:** Effective in mentoring, performance management, and team coordination.

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- **Compliance & Governance:** Upholds ethical standards, transparency, and accountability.
- **Communication & Collaboration:** Clear communication with internal and external stakeholders.
- **Strategic Orientation:** Aligns financial operations with overall business strategy.
- **Problem Solving:** Pragmatic, solution-focused approach to challenges.
- **Integrity & Professionalism:** Demonstrates confidentiality, honesty, and ethical judgment.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: