

Vistari SEZ Limited - Job description

Job details	
Job title: Senior Finance & Accounting Officer	Line Manager title: Finance & Accounting Manager
Department: Finance & Accounting	Location: Eldoret, Kenya
Direct reports	
Finance & Accounting Assistant	
Job summary	
The Senior Finance & Accounting Officer provides advanced operational and analytical support in financial accounting, reporting, and control across the organisation's textile and garment manufacturing operations. S/he ensures accuracy, compliance, and timeliness in all accounting and financial reporting processes, supports the preparation of management accounts, leads reconciliations and variance analysis, and provides quality control over financial data. The role bridges transactional accounting and strategic financial management - strengthening internal controls, supporting audits, and ensuring compliance with IFRS and statutory obligations.	
Key roles and responsibilities	
Financial Accounting & Reporting - Review and validate journal entries, reconciliations, and schedules prepared by Finance & Accounting Officers and Assistants. - Maintain integrity of general ledger and subsidiary ledgers across business units. - Prepare management accounts, financial statements, and supporting schedules for consolidation. - Conduct monthly variance analysis and provide commentary to inform management decisions. - Ensure adherence to IFRS and company accounting policies in all financial reporting. - Support external and internal audits by preparing lead schedules and responding to queries. Budgeting, Costing & Performance Monitoring - Participate in budget preparation and assist departments in aligning expenditure to budget limits. - Track actual spending against approved budgets and provide variance analysis and corrective recommendations. - Support product costing, inventory valuation, and margin analysis in collaboration with production teams. - Prepare financial models and forecasts to support decision-making and resource planning. Treasury, Payables & Receivables Management - Oversee daily cashflow tracking and short-term liquidity management. - Authorise and review payments, ensuring compliance with approval thresholds and documentation. - Supervise receivables management - follow up on invoices and ensure accurate customer reconciliations. - Manage supplier accounts, review ageing reports, and ensure timely resolution of payables issues. - Prepare and monitor bank reconciliations and ensure cashbook accuracy. Taxation & Statutory Compliance - Review statutory deductions (PAYE, NSSF, SHIF, VAT, WHT) for accuracy and timeliness. - Support preparation of tax computations, returns, and schedules in line with Kenyan tax laws. - Liaise with KRA and external tax advisors on compliance matters and audits. - Maintain proper documentation to support all tax filings and deductions. Controls, Compliance & Continuous Improvement - Enforce adherence to internal financial controls, approval hierarchies, and procurement policies. - Conduct periodic reviews of financial processes and recommend efficiency improvements. - Support risk identification, control testing, and corrective actions in liaison with Internal Audit. - Ensure accurate record-keeping, archiving, and security of financial data. Systems & Process Optimisation - Ensure effective utilisation of ERP systems for accounting, reporting, and audit trail maintenance.	

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- Provide user support and data validation within financial modules.
- Contribute to automation initiatives and development of financial dashboards.
- **Team Support & Capacity Building**
 - Provide day-to-day supervision, technical guidance, and review of work done by direct reports.
 - Train junior staff on accounting procedures, controls, and ERP use.
 - Promote teamwork, accuracy, and continuous learning within the finance team.
- **Stakeholder Liaison**
 - Collaborate with all departments to align financial data with operations.
 - Support preparation of financial presentations and reports for Management and Board Committees.
 - Maintain professional relationships with auditors, banks, and regulatory bodies.
- **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 (mandatory).
- Master's degree in Finance, Accounting, or Business Administration is an added advantage.
- Minimum of eight (8) years' experience in financial and management accounting, including at least four (4) years in a senior or supervisory role, ideally within manufacturing, textile, or industrial environments.
- In-depth knowledge of IFRS, Kenyan tax laws, and statutory compliance.
- Proficiency in ERP systems (SAP, Oracle, Microsoft Dynamics, or equivalent).
- Strong analytical and problem-solving ability with advanced Excel skills.
- Membership in a recognised professional body (ICPAK or equivalent).

Technical skills and behavioural competencies

- **Financial Expertise:** Strong command of financial accounting, reporting, and controls.
- **Analytical Capability:** Skilled in variance, trend, and cost analysis to guide decision-making.
- **Management & Supervision:** Capable of guiding, mentoring, and reviewing the work of junior staff.
- **ERP & Digital Literacy:** Proficient in financial systems, spreadsheets, and data integrity assurance.
- **Compliance & Governance:** Deep understanding of IFRS, tax, and internal control requirements.
- **Communication & Collaboration:** Effective communicator with both finance and non-finance stakeholders.
- **Attention to Detail:** Ensures accuracy and completeness in all financial records.
- **Integrity & Confidentiality:** Upholds professional ethics and data privacy at all times.
- **Adaptability:** Able to perform under pressure and meet strict reporting deadlines.

Sign off

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