

Vistari SEZ Limited - Job description

Job details	
Job title: Finance & Accounting Assistant	Line Manager title: Senior Finance & Accounting Officer
Department: Finance & Accounting	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Finance & Accounting Assistant provides operational and administrative support in the daily financial accounting processes, ensuring that all transactions are accurately recorded, properly supported, and filed in accordance with company policy and statutory requirements. The position supports the Finance & Accounting team by maintaining records, processing payments and receipts, assisting in reconciliations, preparing documentation for audits, and ensuring compliance with financial controls and timelines. The role contributes directly to data integrity, internal efficiency, and the overall financial discipline of the organisation.	
Key roles and responsibilities	
Financial Data Entry & Documentation - Record approved transactions into the accounting system, ensuring accuracy and proper coding. - Maintain up-to-date records for cash, bank, and petty cash transactions. - Verify supporting documents for completeness before posting. - Assist in preparing journal vouchers and posting entries under supervision. - Ensure accurate filing and archiving of financial documents, vouchers, and receipts. Payables & Receivables Support - Assist in receiving, verifying, and recording supplier invoices. - Match invoices with LPOs, delivery notes, and payment approvals. - Support the preparation of payment vouchers and ensure attachment of supporting documents. - Issue receipts for customer payments and assist in updating customer ledgers. - Maintain organised supplier and customer files for easy reference. Cash, Banking & Treasury Support - Manage petty cash transactions, ensuring correct documentation and timely replenishment. - Assist with preparation of payment runs and banking of cheques. - Support preparation of daily cash summaries and bank reconciliations. - Maintain proper custody of financial documents and cheque books in line with control procedures. Reconciliations & Reporting Assistance - Assist in preparing bank, supplier, and customer reconciliations. - Support periodic reconciliation of advances, staff imprests, and petty cash accounts. - Compile expense summaries and transaction listings for reporting. - Assist in data verification during month-end and year-end closings. Tax & Statutory Compliance Support - File and maintain records for statutory deductions (NSSF, SHIF, PAYE, NHIF, VAT, WHT, etc.). - Support the preparation of statutory schedules and returns. - Ensure all statutory documentation is properly filed and retrievable during audits. Audit & Internal Control Support - Provide support during internal and external audits by preparing requested documentation. - Maintain organised and complete audit trail files for all financial transactions. - Report missing documentation or anomalies to the Line Manager for resolution. Systems, Processes & Continuous Improvement - Ensure all entries are captured correctly in ERP/accounting systems.	

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- Assist in data clean up, system validation, and workflow improvement exercises. - Suggest practical ways to enhance efficiency in financial processes. • Collaboration & Team Support - Work closely with all departments to ensure accurate documentation flow. - Support the Finance & Accounting Officer and Senior Finance & Accounting Officer during monthly closings and audits. - Demonstrate professionalism, confidentiality, and teamwork in all interactions. • 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		
• Diploma or Bachelor's degree in Accounting, Finance, or Business Administration (Diploma minimum). • CPA (K) Part I or above (ongoing CPA qualification preferred). • At least two (2) years' accounting or finance experience, ideally in a manufacturing or service industry. • Proficiency in accounting software and ERP systems (e.g., SAP, QuickBooks, Microsoft Dynamics). • Sound knowledge of bookkeeping, reconciliations, and cash management procedures. • Computer literacy with strong Excel and documentation skills.		
Technical skills and behavioural competencies		
• Bookkeeping & Accuracy: Strong grasp of accounting principles and data entry discipline. • Attention to Detail: Thorough and precise in processing transactions and verifying documentation. • ERP & Systems Use: Ability to navigate financial systems and generate accurate reports. • Organisational Skills: Effective in managing multiple priorities and maintaining orderly records. • Team Collaboration: Works well under supervision and contributes positively to team objectives. • Integrity & Confidentiality: Handles sensitive information with discretion and professionalism. • Time Management: Meets deadlines and supports month-end and year-end closings efficiently. • Customer Orientation: Demonstrates service mindset when interacting with suppliers and colleagues.		
Sign off		
Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: