



COST & MANAGEMENT ACCOUNTANT - **NKCC/HR/83/C&MA /04/01/2024**

Job purpose

The manager is responsible for managing NKCC's periodic accounts, budgets, and strategic projections as well as product costing, pricing, and profitability. The position is also responsible for managing the company's stocks and fixed assets.

Key Responsibilities:

- Review and ensure timely and accurate preparation of management accounting reports on monthly, quarterly, and annual basis.
- Ensure timely and accurate preparation of annual budgets and revised budgets based on approved work plans.
- Provide technical support to technical and other departments during the budget making process.
- Review expenditure returns from departments, prepare variance analysis, and recommend corrective action.
- Interpret of financial policies for sound financial principles, practices procedures for effective internal control.
- Assist other departmental and sectional managers in the management of their budgets through regular provision of reliable up to date financial information.
- Carry out financial planning and consolidate department work plans.
- Participate in Resource Mobilization initiatives of the Company.
- Verification of payroll, payment cheques, EFTs, and bank transfers.
- Review the coding of ledger and store items in the system to ensure that is accurate and sufficient.
- Review all purchase requisition to ensure the estimate given by users are reasonable and within budget.
- Prepare periodical management and Board reports to update management and Board on performance of the Section.
- ***Any other duties as assigned by immediate supervisor***

Qualifications and Personal Specifications

- A minimum period of ten (10) years relevant work experience and at least four (4) years in a supervisory role in comparable and relevant position.
- Master's degree in business (Finance/Accounting) or equivalent qualification from recognized institution
- Bachelor's degree in business (Finance/Accounting) or equivalent qualifications from a recognized institution
- Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK).
- Certificate in Leadership Course or its equivalent lasting not less than four (4) weeks
- Proficiency in computer applications
- Demonstrated results in work performance.
- Good communication skills.