JOB DESCRIPTION

Job Title: Senior Accountant
Reporting To: Finance and Operations Manager
Location: Nairobi, Kenya
Employment Type: Full-Time

About Rock Investment Bank

Rock Investment Bank is established to meet the growing demand for sophisticated, transparent and well-governed investment banking services in Kenya and the broader Pan - African region. Our founding vision is to create an institution that combines world-class investment banking expertise with local market insight, providing clients with tailored financial solutions that shape African capital markets and deliver measurable results.

As a licensed and CMA-regulated investment bank, our operations are anchored in strict compliance, fiduciary responsibility and operational excellence. These principles underpin every engagement, ensuring that our clients receive advice and solutions that are transparent, ethical and aligned with long-term objectives.

Job Summary

The Senior Accountant will be responsible for overseeing day-to-day financial operations, ensuring accurate financial reporting, strengthening internal controls and supporting the Finance Manager with analysis, planning, compliance and process improvements.

The role will supervise junior accountants, ensure adherence to IFRS and Kenyan statutory requirements and contribute to efficient financial operations in a fast-growing business environment.

Key Responsibilities

1. **Financial Accounting & Reporting**
    - Prepare timely and accurate monthly, quarterly and annual financial statements in line with IFRS.
    - Manage the month-end and year-end close processes; identify, calculate and post required adjustments.
    - Maintain and reconcile general ledger accounts, ensuring accuracy and completeness of financial data.
    - Maintain the fixed asset register and compute monthly depreciation/journal entries.

2. **Accounts Payable & Accounts Receivable**
    - Review supplier invoices, verify coding and ensure timely payments.
    - Oversee customer invoicing, reconciliations and collections follow-up.
    - Perform supplier and customer account reconciliations and resolve discrepancies.
    - Monitor aging reports and escalate long-outstanding balances.

3. **Cash Flow & Treasury Management**
    - Prepare weekly, monthly and rolling cash flow forecasts for decision support.
    - Manage bank reconciliations and maintain relationships with financial institutions.
    - Track liquidity requirements and ensure adequate cash management controls.

4. **Taxation & Statutory Compliance**
    - Ensure timely and accurate filing of all KRA returns: VAT, PAYE, WHT, Corporation Tax and other statutory deductions.
    - Ensure full compliance with Kenyan tax laws, IFRS, ICPAK guidelines and regulatory frameworks.
    - Support tax planning initiatives and maintain tax compliance files.
    - Prepare audit schedules and respond to auditor queries.

5. **Internal Controls, Risk & Process Improvement**
   - Implement and enhance financial controls and SOPs to minimize risk and ensure compliance.
   - Conduct periodic balance sheet reconciliations and recommend corrective actions.
   - Support the Finance Manager in designing and implementing policies aligned to the company's strategic goals.
   - Ensure proper documentation, record-keeping and process consistency across the finance function.

6. **Budgeting, Forecasting & Management Support**
   - Support preparation of annual budgets, quarterly reforecasts, and budget–actual analysis.
   - Provide financial insights and variance analysis to guide decision making.
   - Monitor expenditures against budgets and highlight deviations.
   - Assist in developing cost optimization initiatives.

7. **People & Team Support**
   - Supervise junior accounting staff and provide coaching and on-the-job guidance.
   - Support capacity building and continuous improvement within the finance team.
   - Foster effective collaboration with internal stakeholders.

Required Qualifications & Experience:

- Bachelor's degree in accounting, Finance, Economics, or related field.
- CPA (K), ACCA, or equivalent professional qualification.
- Minimum 4–6 years of relevant accounting experience.
- Experience in inventory-intensive or multi-location business environments.
- Strong knowledge of IFRS, Kenyan tax laws, and statutory compliance.
- Experience with accounting/ERP systems (QuickBooks, Sage, SAP or equivalent).
- Advanced Excel skills (lookups, pivot tables, dashboards) -Preferred
- Experience preparing full management accounts end-to-end.
- Experience working with inventory-heavy or multi-location business environments.
- ICPAK membership in good standing is mandatory.

Competencies & Attributes:

- High integrity, professionalism, and strong ethical conduct.
- Strong analytical, financial modelling, and problem-solving ability.
- Attention to detail and accuracy.
- Ability to work under pressure and meet tight deadlines.
- Excellent communication and stakeholder engagement skills.
- Proactive, hands-on, and continuous improvement mindset.
- Leadership capability for supervising junior team members.

How to Apply:

If this opportunity aligns with your skills and career aspirations, we would be delighted to receive your application. Please send your CV to this link https://jobsboard.site/qz642/rkm4alon4.