



## ACACIA INNOVATIONS

**Job Title:** Accounts Assistant

**Location:** Nzoia, Bungoma County

**Hours:** 45 hours per week

**Compensation:** 20,000-30,000 KES/month, commensurate with experience

**Application Deadline:** 15 May, 2020

### **Company Overview:**

Acacia Innovations Ltd. is a fast-growing startup which provides environmentally friendly and cost-saving cooking and fuel solutions for schools and small businesses. We manufacture and distribute Kuni Safi briquettes, a nearly smokeless alternative to firewood made from sugarcane waste, as well as institutional energy saving cookstoves. We are the largest supplier of clean cooking fuels to schools in Kenya, with 400+ school customers. We are internationally recognized as a Winner of the Start-Up Energy Transition Award sponsored by the German Government and as a recipient of Energy and Environment Project grant from the Nordic Development Fund.

**Job Overview:** We're looking for a highly detail-oriented and well-organized, and self-motivated accounts assistant to be

based out of our factory in Nzoia, Bungoma. The Accounts Assistant will assist our Accountant in tasks including petty cash reconciliation, preparation of invoices and delivery documents, stock counts, filing all financial and HR documents, and checking and verifying supporting documentation, timesheets, and records for payment.

### **Job Roles and Responsibilities:**

- **Petty Cash:**
  - Reconcile manager's petty cash expenses with disbursements on weekly basis and ensure supporting documents are received for all transactions.
  - Review and approve of requests for petty cash from company managers and forward approved requests to CEO.
- **Delivery Documents:**
  - Prepare invoices, delivery notes, and dispatch notes for any customer orders.
- **Stock Controls:**
  - Undertake monthly stock counts at factory to verify spare parts, tools, and finished product quantities and reconcile with records.
  - Perform quarterly stock counts at all branch offices (Nairobi, Nakuru, and Machakos) and prepare clear reports.
- **Record Keeping:**
  - File all financial and HR documents in a well-organized and transparent system.
  - Ensure supporting document collected for each transaction; scan for funders and file.
  - Confirm casual worker and contractor timesheets and raw materials collection and drying records for contractor payment.

### **Qualifications Needed:**

- Bachelor's Degree in finance or business or related field
- Must have passed Certified Public Accountants (CPA) PART II Examination.
- Highly experienced in Excel and Google Drive.
- Fast typist who pays attention to and corrects errors.
- Experience in Quickbooks preferred.
- High level of efficiency, accuracy and responsibility.
- Motivation and strong desire to take on new challenges and learn as much as possible.
- Fluent in English & Kiswahili.



**To Apply:** Email [jobs@acaciainnovations.com](mailto:jobs@acaciainnovations.com), subject: Accounts Assistant with:

- A cover letter describing your relevant experiences and skills and why you want to join Acacia Innovations Ltd.
- Curriculum Vitae (CV)- no more than 2 pages long
- CPA Part II Exam Results
- 3 professional references