

VACANCY ACCOUNTANT

Maungu ranching (DA) company limited was officially registered under the companies Act Cap 486 of the laws of Kenya in 1972. The ranch has a vision of being led and model institution in livestock meat production and also conservancy. The board of directors wishes to recruit qualified, result oriented and proactive individual to fill the position of Ranch/Conservancy accountant. The appointment will be on contractual basis of 3 years renewable once, subject to satisfactory performance and delivery of set target and outcomes evaluated by the management.

Responsibilities

- Prepare financial reports for management
- Process payments ensuring compliance with finance policies and procedures
Prepare budgets
- Maintain and update the assets register
- Maintain and update the ledger accounts
- Ensure proper financial record keeping and filing.
- Ensure compliance with all statutory requirements, timely submissions and payments.
- Coordination of office administration
- Facilitate external and internal audits.
- Any other duties assigned by the Conservancy Manager

Qualification, Skills and Experience

- ✓ Must be holder of bachelor degree in accounting/finance or any other related fields from a recognized university.
- ✓ A holder of CPA part II and above.
- ✓ Knowledge in use of Quick Books Accounting software
- ✓ Must have at least 3 years work experience.
- ✓ Must have excellent communication skills and good interpersonal relations.
- ✓ Must be a team player
- ✓ Must be between 25-35 years of age

Candidates who meet the above requirements should forward their application at Email: jobs@ttwcakenya.com or hand delivered to **TTWCA offices, Red Elephant Building Next to Rosewood Hotel, Nrb-Msa Rd, Voi**, enclosing copies of their academic and professional certificates, professional testimonials & certificate of good conduct

or proof of application for the same, detailed curriculum vitae with names and contacts of at least three referee and expected remuneration on or before **Thursday 24th February 2022** to the following address.

THE CEO

TTWCA

P.O BOX 26-80300

VOI

Email: info@ttwcakenya.com