



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: ASSISTANT FINANCE MANAGER

Job Location:	Nairobi
Reporting to:	Finance Manager - Kenya
Job Tier Level:	B4
Direct Reportees:	None

Position Description

The purpose of the role is to provide financial management in Kenya with regards to the accounting and be accountable for general ledger controls and MIS reporting for Kenya books of accounts.

R&Rs

- Support in preparation of monthly business review reports, MIS, OPEX reports for Kenya on a timely and accurate basis,
- Support the Finance Manager in ensuring financial controls are in place and operating effectively within the business unit,
- Support in budget preparation of accurate budgets, monitoring spends in accordance to board plans and set OPEX/revenue ratios,
- Manage order to cash process ensuring all transactions are correctly recorded, analyzed and financial controls on the cycle are documented and implemented fully,
- Support the Finance Manager on finalization of financial statements and perform the required analytical review of the financial statements,
- Manage AP And AR account reconciliations to ensure the balance sheet is stated accurately,
- Support in controls and management reports are done timely to facilitate visibility on the inventory position in Kenya,
- Support on all grant related activities ensuring correct recording and reporting of transaction relating to grants,
- Support the Finance Manager in ensuring accurate month-close/quarter-close and year-close processes,
- Lead & support closure of all statutory and tax audits, external and internal audits,
- Discuss audit queries and close all issues raised by the auditors,
- Responsible for ensuring accounting in accordance with local IFRS and US GAAP,



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- Partner with global finance on Intercompany related transactions & revaluation,
- Drive visibility into management cost accounting, project margins analysis, value chains and other key financial metrics,
- Responsible for creation of masters in the ERP system with all the relevant information of the customers and vendors and maintenance of necessary documents,
- Ensure timely daily payments to the field teams.

KPIs

- Timely upfront commission & volume linked incentives payments & a quick turnaround on resolving related complaints,
- Timely supplier payments within stipulated credit terms,
- Completion and accuracy of monthly reconciliations and the overall accuracy of the trail balance,
- Timely end of month closure & preparation of business review reports,
- Completion and accuracy of monthly reconciliations and the overall accuracy of the trail balance,
- Project management and execution of tasks assigned on each project,
- Achieving good internal and external audit reports around financial controls and trial balance data integrity,
- Minimize/ Eliminate tax exposure in the company transactions and tax compliance processes,
- Timely approvals for Sales and transfer Orders.

Desired Skills and Experience

- Relevant University degree in Finance with CPA/ACCA qualification,
- 5+ years' experience with at least 2 years in FMCG setting,
- Sound Accounting knowledge- In-depth understanding of IFRS, and tax compliance.
- Experience in ERP systems- Navision & Netsuite,
- Ability to prioritize & promote teamwork,
- Solid analytical and decision-making skills,
- Excellent analytical skills, able to clearly link financial results to operational performance drivers, generate alternatives and drive positive change,
- Clear thinking/problem solving, able to lead projects/process improvement within operations/finance function,
- Able to break down complex issues into simpler steps and resolve them,



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- Willing to participate and engage in operations in addition to finance,
- Should be flexible, willing to stretch and achieve over and above base expectations,
- Integrity, trust and self-confidence,
- Strong mindset for continuous improvement,
- Superior verbal and written communication skills,
- Excellent organizational, multi-tasking and time-management skills,
- Passion for social enterprise, development of people and environmental benefits,

How to Apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com on or before **11th November, 2021.**

About d.light

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit www.dlight.com

