



JOB ADVERTISEMENT CHIEF ACCOUNTANT

Location : West Valley Sugar Company
Department : Finance
Reports To : Finance Manager
Vacancy :1

JOB OVERVIEW

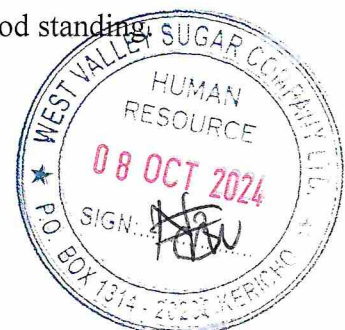
We are seeking a dedicated and motivated individual to join our team as a Chief Accountant. In this role, you will support the Finance Manager in overseeing daily operations, managing resources, and ensuring the efficiency and productivity of our stores department. This is an excellent opportunity for someone passionate about accounting and looking to advance their career within our organization.

DUTIES AND RESPONSIBILITIES

- Manage all activities of the Accounting Department, making recommendations to leaders in increasing profits and cutting costs. When the economy shows signs of going down, the Chief Accountant must provide effective financial methods to help businesses overcome difficulties.
- Supervise settlements -the Chief Accountant must oversee the settlement of revenues and expenditures and inventory the business's assets and cash flows. The management board can request the settlement anytime, so the CA must always be ready to meet their needs.
- Prepare financial statements.
- Calculate, review and post journal entries and perform monthly account reconciliations.
- Experience with general ledger functions and month/year-end close process.
- Own the end-to-end process. Reconcile and record company credit card transactions and perform account reconciliations.
- Reviewing financial statements and reporting on any errors or anomalies in accounting methodology.
- Establishing and maintaining effective working relationships with external auditors, regulators, and other stakeholders such as attorneys and external parties such as customers or suppliers
- Preparing financial statements for external reporting purposes such as tax returns, regulatory filings, and stock offerings
- Monitoring cash flow to ensure that bills are paid on time and that there is enough money available to cover upcoming expenses
- Preparing reports on company performance including profit and loss statements, balance sheets, and cash flow analyses
- Monitor expenditures, analyses revenues and determine budget variances and report the same to management.
- Respond to accounting inquiries from management in a timely fashion.
- Provide guidance to other Accountants when needed. Assist in budget preparation and expense management activities for assigned accounts.

KEY QUALIFICATIONS

- Bachelor's degree in relevant field.
- Must possess a Certified Public Accountant (CPA) license in good standing.
- QuickBooks ProAdvisor certification required.
- Minimum 3 years' experience in management.
- Minimum 7 years' experience as a CPA in a corporate setting.





KEY SKILLS AND COMPETENCIES

- Promote and adhere to WEVAS' core values and ensure compliance with organizational financial policies and procedures.
- Extensive understanding of financial trends both within the company and general market patterns.
- Have exceptional time management skills and capability to work well under pressure especially in adverse situations such as low /disruptive cash inflows.

HOW TO APPLY

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to recruit@westvalleysugar.co.ke or hand delivered to the Human Resource Office on or before Saturday, 19th October 2024.

West Valley Sugar Company is an equal opportunity employer.





JOB ADVERTISEMENT STORES MANAGER

Location : West Valley Sugar Company
Department : Procurement
Reports To : Finance Manager
Application Deadline: October 2024
Vacancy :1

JOB OVERVIEW

We are seeking a dedicated and motivated individual to join our team as a Stores Manager. In this role, you will support the Finance Manager in overseeing daily operations, managing resources, and ensuring the efficiency and productivity of our stores department. This is an excellent opportunity for someone passionate about stores and looking to advance their career within our organization.

DUTIES AND RESPONSIBILITIES

- Manage store operational requirements by scheduling and assigning employees
- Prepare annual budget, schedule expenditure, analyze variances and initiate corrective actions
- Identify current and future customer requirements by establishing rapport with potential and existing customers.
- Ensure availability of inventory and marketing products in store.
- Secure inventory by implementing security systems and measures.
- Protect employees and customers by providing a safe and clean store environment.
- Maintain the stability and reputation of the store by complying with legal requirements.
- Provide training to improve the knowledge base of the staff and use cross-training methods to maintain productivity when employees are absent.
- Manage all controllable costs to keep operations profitable.
- Manage stock levels and make key decisions about inventory control.
- Analyze sales figures, forecast future sales and interpret trends to facilitate planning.
- Update colleagues on business performance, new initiatives, and other pertinent issues.
- Maintain awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing.

KEY QUALIFICATIONS

- Bachelor's degree in Procurement and supplies chain Management, or a related field
- CPA (K)
- Minimum of 3 years of experience in Stores management or a similar role.

KEY SKILLS AND COMPETENCIES

- Strong knowledge of stores practices and principles.
- Excellent leadership and communication skills.
- Ability to work effectively in a team and independently.
- Proficient in Microsoft Office and stores management software.

HOW TO APPLY

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JOB ADVERTISEMENT INTERNAL AUDITOR

Location : West Valley Sugar Company
Department : Administration
Reports To : Chief Executive Officer
Application Deadline: October 2024
Vacancy :1

JOB OVERVIEW

We are seeking a dedicated and motivated individual to join our team as an Internal Auditor. In this role, you will support the Chief Executive Officer in overseeing daily operations, managing resources, and ensuring the efficiency and productivity of our Internal Audit unit. This is an excellent opportunity for someone passionate about Audit and looking to advance their career within our organization.

DUTIES AND RESPONSIBILITIES

- Conduct comprehensive internal audits to assess the effectiveness of internal controls, processes, and procedures.
- Identify areas of risk and recommend solutions to mitigate risk and improve operational efficiency.
- Prepare audit reports detailing findings, recommendations, and action plans for management review.
- Collaborate with cross-functional teams to implement audit recommendations and monitor progress.
- Stay abreast of industry trends, regulatory requirements, and best practices in internal auditing.
- Provide guidance and support to management and staff on internal control issues and risk mitigation strategies.

KEY QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field; CPA(K).
- 3+ years of experience in internal auditing roles.
- Strong knowledge of internal auditing standards and practices.
- Excellent analytical and problem-solving skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in audit software and Microsoft Office Suite.

KEY SKILLS AND COMPETENCIES

- Analytical skills
- Attention to detail
- Problem-solving
- Communication
- Integrity
- Audit expertise
- Regulatory compliance

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JOB ADVERTISEMENT

LABORATORY ANALYST

Location : West Valley Sugar Company
Department : Laboratory
Reports To : Quality Control Manager
Vacancy :2

JOB OVERVIEW

We are seeking a dedicated and motivated individual to join our team as Laboratory Analyst. In this role, you will support the Quality Control Manager in overseeing daily operations, managing resources, and ensuring the efficiency and productivity of our Laboratory department. This is an excellent opportunity for someone passionate about Laboratory analysis and looking to advance their career within our organization.

DUTIES AND RESPONSIBILITIES

- Conduct chemical, physical, and biological tests on samples
- Record and analyze data with precision
- Prepare reports summarizing test results
- Maintain and calibrate laboratory equipment
- Follow all safety protocols and guidelines
- Assist in the development of new testing methodologies
- Ensure compliance with regulatory standards

KEY QUALIFICATIONS

- Bachelor's degree in Chemistry, Biology, or a related field
- Proven experience in a laboratory setting
- Strong knowledge of laboratory equipment and procedures
- Understanding of safety and regulatory standards

KEY SKILLS AND COMPETENCIES

- Proficiency in laboratory techniques and procedures
- Strong analytical and problem-solving abilities
- Attention to detail and accuracy
- Excellent Written and verbal communication skills
- Ability to work independently and as part of a team

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JOB ADVERTISEMENT AGRICULTURE MANAGER

Location : West Valley Sugar Company
Department : Agriculture
Reports To : CEO
Application Deadline: October 2024
Vacancy :1

JOB OVERVIEW

We are seeking a dedicated and motivated individual to join our team as Agriculture Manager. In this role, you will support the Chief Executive Officer in overseeing daily operations, managing resources, and ensuring the efficiency and productivity of our Agriculture department. This is an excellent opportunity for someone passionate about Agriculture and looking to advance their career within our organization.

DUTIES AND RESPONSIBILITIES

- Monitor crop and livestock production, ensuring optimal yield and quality.
- Assist in planning and implementing agricultural activities
- Manage agricultural staff and coordinate their daily tasks.
- Oversee the maintenance of equipment and facilities.
- Ensure compliance with health, safety, and environmental regulations.
- Collaborate with the Agricultural Manager to develop and execute strategic plans.
- Conduct research and analyze data to improve agricultural practices.
- Handle administrative duties, including record-keeping and reporting.

KEY QUALIFICATIONS

- Bachelor's degree in Agriculture, Agronomy, or a related field.
- Minimum of 3 years of experience in agricultural management or a similar role.

KEY SKILLS AND COMPETENCIES

- Strong knowledge of agricultural practices and principles.
- Excellent leadership and communication skills.
- Ability to work effectively in a team and independently.
- Proficient in Microsoft Office and agricultural management software.
- Valid driver's license and the ability to travel as needed.

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