

TALENT PROFILE	
Job Title:	ACCOUNTS RECIEVABLE
Reporting to:	FINANCE MANAGER
Department	Finance
Effective Date	May 2026
Location	Nairobi, Kenya

#### KEY PERFORMANCE INDICATORS:

1	Accuracy of financial statements
2	Timeliness of financial reporting i.e., by the 5 <sup>th</sup> of the succeeding month
3	Efficiency in managing accounts receivables – Controlling the Days Sales Outstanding (DSO) – within 30 days.
4	75% upfront payment by all clients and balance collected within 30 days.
5	Ability to identify and mitigate financial risks
6	100% legal and statutory compliance
7	100% conversion of quotations into revenue

<b><u>JOB SPECIFICATION:</u></b>	
1	Creation of new customer ledgers capturing all relevant information including I-tax registration numbers and contact details. Maintain up-to-date and accurate customer records
2	Prepare and issue accurate quotations and invoices to customers in a timely manner
3	Monitor customer accounts for delayed payments and follow up proactively. Enforce credit policies and recommend credit limits where applicable
4	Reconcile accounts receivable ledger to ensure all payments are accounted for against receipts
5	Investigate and resolve billing discrepancies or disputes
6	Generate Weekly AR aging reports and highlight risk accounts
7	Coordinate with certification desk and customer service teams to resolve any client issues related to billing and payments.
8	Support month-end and year-end financial closing processes, including preparation of monthly, quarterly and annual financial statements

9	Actively manage and attain reduction of company bad debt provision as per KPIs Improve company cash cycle and enhance cash conversion as per KPIs
10	Use insights from debtors' collection & ledger analysis to identify collection trends, prepare root cause analysis and support FM to drive plans to mitigate impact on bad debts.
11	Adhere to IFRS and the Finance Policy.
12	Advise the Board through the Finance Manager when there is surplus beyond immediate cash requirements for purposes investments. Prepare cashflow projections
10	Perform other financial duties related to the role.

### **DO YOU POSSESS THE FOLLOWING:**

1. A minimum of a Bachelor's Degree in Accounting a related field from a reputable academic institution. CPA (K) qualification will be an added advantage.
2. A minimum of 4 years working experience in a similar position in a busy office environment in a culturally fluent, multinational set-up.
3. Proficiency in QuickBooks accounting software
4. Should be well versed with tax and labor laws of Kenya.
5. Experience in adherence to tight reporting deadlines
6. Strong problem-solving skills and attentive to detail
7. Ability to prioritize tasks and manage time effectively
8. Good interpersonal skills and a team player
9. Strong integrity and ability to maintain confidentiality
10. Previous experience in credit control and debt recovery processes will be an added advantage

### **PERSONAL ATTRIBUTES**

1. Commitment to AfriCert core values
2. Purpose- driven and self-disciplined
3. Well groomed
4. Proactive and confident
5. Good communication skills both written and oral

Qualified candidates should send an updated curriculum vitae ONLY to [hrm@africertlimited.co.ke](mailto:hrm@africertlimited.co.ke) with a copy to [info@africertlimited.co.ke](mailto:info@africertlimited.co.ke) by 17<sup>th</sup> April 2026.