



VACANCY

ACCOUNTANT- PAYABLE ACCOUNTS

HEAD OFFICE

Job objective:

AAA Growers Limited is seeking a detail-oriented and proactive Creditors Accounts Officer to support the Accounts Payable function. The role is responsible for processing supplier payments, managing local and foreign currency creditor accounts, performing reconciliations, administering petty cash, ensuring VAT compliance, and maintaining accurate financial records for AAA Growers and its subsidiary companies.

Key Responsibilities:

- Process and verify supplier invoices, GRNs, LPOs, and supporting documentation.
- Reconcile supplier statements and prepare remittances for timely payment.
- Maintain accurate creditor records and ensure prompt allocation of payments.
- Manage foreign currency creditors and accounts payable for assigned subsidiary companies.
- Process and reconcile Head Office petty cash reimbursements.
- Ensure accurate VAT postings and maintain supporting documentation for compliance and audit purposes.
- Process freight-related transactions and maintain relevant financial records.
- Prepare monthly creditors reports, payment schedules, and reconciliations.
- Liaise with suppliers and internal departments to resolve documentation and reconciliation issues.
- Participate in stock-taking exercises and provide support during internal and external audits.

Key Performance Indicators:

- Strong attention to detail and accuracy.
- Excellent analytical and reconciliation skills.
- Strong organizational and time-management abilities.
- Good communication and interpersonal skills.
- High integrity, accountability, and ability to meet deadlines.

Qualifications and Key Competence:

- Bachelor's degree in accounting, Finance, Commerce, or a related field.
- CPA Part II/III, ACCA, or equivalent professional qualification.
- At least 2 years' experience in Accounts Payable/Creditors Management.
- Proficiency in accounting systems and Microsoft Excel.
- Knowledge of VAT regulations and eTIMS requirements will be an added advantage.

We offer.

At AAA-Growers, we have great ambitions. Innovation, technology, and quality are our top priorities, creating a dynamic workplace where you can grow both personally and professionally. We offer a dynamic and supportive workplace where you can grow both personally and professionally, and where teamwork and collaboration are part of our culture.

Your application

Click here to apply: <https://www.aaagrowers.co.ke/jobapplications/job-list.php>

Deadline for applications – 30th June 2026.

Only shortlisted candidates will be contacted.

AAA Growers Ltd.

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Kenya