



Job Description

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Job Title Operations Analyst & Accountant	Job Location Nairobi	Category Accounting & Bookkeeping, Analysis
Job Type Full Time	Job level Intermediate	Industry -
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category Analysis: 2 Years
Certificate -	Qualification -	

Summary

Join an ambitious team focused on driving global potential through precision, data, and accountability. As the **Operations Analyst & Accountant**, you will bring structure to operations, ensure financial accuracy, and provide meaningful insights to guide growth. This is an exciting opportunity to shape processes and drive efficiency in a high-impact, global project.

Responsibilities

- Financial Management:**
 - Oversee local accounting, including expense management, invoicing, and payroll coordination.
 - Ensure timely filing of taxes, compliance with local regulations, and accurate financial reporting.
 - Track and manage budgets, providing cost forecasts and cash flow updates.
- Data Analysis & Reporting:**
 - Monitor and analyze performance data for the global sales network.
 - Create dashboards and reports to provide actionable insights to leadership.
 - Generate regular performance reviews and highlight trends to improve operations.
- Operational Support:**
 - Handle procurement, vendor relationships, and day-to-day administrative tasks.
 - Support the Network Manager with operational planning, monitoring, and execution.
 - Streamline internal processes to drive operational efficiency.

Requirements

- Bachelor's degree in Accounting, Finance, Economics, or related field.
- Proven experience in accounting or financial analysis.
- Advanced Excel skills (pivot tables, formulas, data analysis tools).
- Knowledge of financial software (QuickBooks, Xero, or similar).
- Strong analytical, problem-solving, and organizational skills.
- Attention to detail with the ability to work accurately under tight deadlines.

Characteristics

- Experience in preparing tax filings and compliance reports.
- Familiarity with data visualization tools (Power BI, Tableau) is a plus.
- Strong ability to communicate financial insights to non-financial stakeholders.

Driving Licence

Not Required

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