

Accountant - REITS

Job Title:	Accountant - REITS
Directorate/Division:	Finance and Commercial Services
Section/ Unit:	Finance
Location:	Nairobi
Reports to:	<ul style="list-style-type: none"> • Senior Accountant
Direct Reports:	<ul style="list-style-type: none"> • None
Job Grade:	N/A
Job purpose:	<p>This role is responsible for providing full accounting function to write up books of account in accordance with IFRS and LAPTRUST IMARA I-REIT's accounting policies and procedures.</p>
Key duties and responsibilities:	<ol style="list-style-type: none"> 1. Prepare monthly income statement with detailed variance analysis of income and expenditure against budget. 2. Prepare monthly balance sheet including applicable notes 3. Accounting for rent and service charge receivable by ensure proper and timely billing. 4. Ensure that receipting is done accurately and within set timeline. 5. Review bank reconciliation daily and ensure that all unreconciling items are deal with in accordance with the company policy. 6. Prepare detailed debtors reports in respect of each managed property in an agreed upon format 7. Prepare monthly Forecasting of income and expenditure. 8. Prepare monthly progress report of actual capital expenditure vs budget for the financial year. 9. Carry out calculation of insurance replacement values and placement of insurances. (Brokers fee to be charged direct to the property concerned.) 10. Ensuring that all reasonable or agreed reporting deadlines with LAPTRUST IMARA I-REIT are met. 11. Perform any other duties as may be assigned from time to time. 12. Provide Such information as may reasonably be required by LAPTRUST IMARA I-REIT for the purposes of making any tax related calculations or decisions. 13. Preparation of income and expenditure budgets of the properties for the ensuing financial year. The budgets shall comprise, inter alia, the income statement, balance sheet, and cash flow projections for the ensuing financial year, 3 (three) years' projected income and expenses ("budget"), which budget shall be submitted to LAPTRUST IMARA I-REIT for approval. Such budgets shall be supported by schedules that adequately explain the income and expenditure budgets and forecasts presented to LAPTRUST IMARA I-REIT.

14. The detailed annual budget shall be provided to LAPTRUST IMARA I-REIT on such dates as required by LAPTRUST IMARA I-REIT from time to time.
15. Preparation of capital expenditure budgets for the ensuing financial year and 3 (three) years' projected capital expenditure (including full details of funding contributions anticipated to be required from LAPTRUST IMARA I-REIT).
16. Participate actively in external audit by full cooperation, provision of accounting information and access to accounting records where necessary to the respective auditors to enable a year-end audit for purposes of LAPTRUST IMARA I-REIT's financial year-end.
17. Implementing all the corrective measures recommended by the auditors of LAPTRUST IMARA I-REIT in their audit findings from time to time, as practicable and reasonable.
18. Facilitate, cooperate with, and provide all information requested for any other ad hoc audits of property related information and the compliance by the Property Manager with this Agreement that may be required by LAPTRUST IMARA I-REIT from time to time.
19. Perform any other duties as may be assigned from time to time.

Knowledge, experience, and qualifications required

Academic & Professional Qualifications/Memberships to professional bodies:

1. Bachelor's Degree in Accounting, Finance, or relevant field
OR
2. Diploma in Accounting, Finance, or relevant field
3. At least Part I for Certified Public Account (K) or Association of Chartered Certified Accountants (ACCA) or any relevant professional qualification/ certification

Experience Required:

1. Five (5) years' experience in a similar position.

Role Competencies

Technical Competencies:

1. Strong Budgeting and Forecasting skills
2. Expertise in REIT Specific Metrics
3. Expertise in Debt and Equity Financing
4. Strong in Data analytics & Interpretation

Behavioral Competencies:

1. Attention to detail
2. Analytical thinking
3. Strong Problem-Solving Skills
4. Stakeholder Focus