



Rhapta Heights, Rhapta Rd • Nairobi, Kenya • Tel: +254.792.467200

JOB ADVERTISEMENT – Senior Accountant

Company: Rocket Products Ltd.
Location: Nairobi, Kenya
Employment Type: Full Time
Job Level: Senior / Mid-Senior

About Rocket Kenya

ROCKET is one of the fastest-growing branded merchandise companies in Africa, with offices in Kenya, Uganda, Rwanda, Tanzania, and a trading office in Seychelles.

Rocket is globally recognized through its membership in the Global Identity Network, led by America's largest promo supplier, Staples Promotional Products. We are also long-standing members of PPAI, the Promotional Products Association International.

Precision, speed, and disciplined execution are the backbone of our culture. We are hiring a Senior Accountant who matches that standard.

Job Summary

Rocket is seeking a highly capable Senior Accountant to manage day-to-day accounting operations in Kenya. This role demands strong analytical ability, excellent compliance instincts, and the capacity to deliver timely, accurate financial information with zero compromise.

This is a role for someone who takes full ownership, operates with high discipline, and thrives in a performance-driven environment.

Primary Responsibilities

1. Accounting & Financial Reporting

- Prepare accurate monthly management accounts.
- Review GL balances, journals, and all reconciliations at month-end.
- Investigate and explain monthly variances.
- Support the preparation of annual financial statements.
- Coordinate and support external audit activities.

2. Payment Processing

- Verify completeness, accuracy, and documentation for all payments.
- Manage petty cash, reconciling and replenishing as required.

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3. Tax Compliance & Statutory Reporting

- Ensure 100% compliance with all statutory and regulatory requirements.
- Prepare and coordinate proper filing of VAT, WHT, PAYE, Income Tax, and WVAT.
- Ensure accurate and timely processing of Import Duty and customs taxes.
- Keep the Country Manager informed of all tax matters and authority correspondence.

4. Bookkeeping (Xero)

- Record all daily transactions in Xero promptly and accurately.
- Maintain strict internal control compliance.
- Perform daily bank reconciliations.

5. Revenue Accounting

- Generate customer invoices and manage receivables.
- Follow up on outstanding debts and reconcile customer accounts.
- Issue monthly customer statements.

6. Accounts Payable

- Verify supplier invoices and documentation.
- Perform monthly supplier reconciliations.
- Manage commission schedules.
- Ensure timely supplier payments.

7. Fixed Assets & Inventory

- Maintain an accurate fixed asset register.
- Conduct and support monthly stock counts.

8. Reporting & Internal Controls

- Maintain internal financial trackers: sourcing tracker, GP tracker, Looker Studio reports, commission tracker.
- Conduct monthly internal audits and implement corrective actions.
- Strengthen internal controls and enhance accounting processes.

9. Cash Flow & Banking

- Prepare weekly/monthly cash flow forecasts and reports.
- Monitor daily cash movement and bank activity.



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10. Budgeting & Forecasting

- Support preparation of budgets, forecasts, and business plans.
- Track performance and submit variance reports to the Country Manager.

11. Additional Tasks

- Assist the Country Manager in any finance-related tasks.
- Perform any additional duties assigned within the finance function.

Minimum Qualifications

1. Bachelor's degree in accounting, Finance, or related field.
2. CPA (K) or ACCA qualification (mandatory).
3. 3–5 years of experience in accounting within a profit-driven organization.
4. Strong track record of meeting strict deadlines and producing accurate work.
5. Proficiency in Advanced Excel and Xero.

Additional Attributes

- High integrity and strong ethical standards.
- Exceptional attention to detail and accuracy.
- Analytical thinker with strong problem-solving skills.
- Disciplined, self-motivated, and results oriented.
- Strong interpersonal and communication skills.
- Ability to work well under pressure.

Remuneration

Monthly Gross Salary: Negotiable based on experience and qualifications.

Application Process

If you meet the outlined qualifications, please send your CV to:

careers@rocketafrica.com

Email Subject: *Senior Accountant Application 2026*

Deadline for applications: **8th May 2026**

Only shortlisted candidates will be contacted.