**Godson Group**

**About Godson Organics** Godson Organics, a branch of Godson Group a leading company dedicated to promoting individual nutrition, health, and well-being through the supply and sale of high-quality organic foods. We are committed to providing our customers with the best natural and healthy products available.

**Position Summary:**

We are seeking a motivated and detail-oriented Junior Accountant to join our Finance team. The ideal candidate will have a strong foundation in accounting principles and be eager to learn and grow in a fast-paced environment.

**Responsibilities:**

* Assist the Accountant in handling staff payroll, ensuring accurate and timely payments.
* Input financial data into accounting systems and maintain accurate records.
* Verify and process invoices and payments for online store transactions.
* Monitor and track company spending and income to ensure financial health.
* Prepare and analyze financial reports as needed.
* Assist with administrative tasks as required, such as filing, data entry, and office organization.
* Adhere to company policies and procedures and maintain confidentiality of sensitive financial information.

**Qualifications:**

* Minimum of a diploma in accounting with 1 year of experience or a bachelor's degree in accounting.
* Strong understanding of accounting principles and practices.
* Proficiency in Microsoft Office Suite, especially Excel.
* Excellent organizational and time management skills.
* Attention to detail and accuracy.
* Ability to work independently and as part of a team.
* A positive and proactive attitude.

**Preferred Skills:**

* Experience with accounting software (e.g., QuickBooks and Odoo).
* Knowledge of tax regulations and reporting requirements.
* Strong problem-solving and analytical skills.
* Excellent communication and interpersonal skills.

**Benefits:**

* Competitive salary
* Opportunities for professional growth and development.
* A supportive and collaborative work environment.

If you are a highly motivated individual with a passion for accounting, we encourage you to apply. Please submit your resume and cover letter to [sam@godsongroup.com](mailto:sam@godsongroup.com) with the Subject of your name – Junior accountant. Eg. Sam-Junior Accountant.

If you have any questions about the role contact +254713506602

**Godson Group is an equal opportunity employer.**