**Job Description: Store / Accounts Team Leader**

**Position Overview**

The Store Manager/Accounts Manager is responsible for overseeing the smooth operation of the business, ensuring effective team performance, and maintaining accurate financial and production records. This role requires a hands-on approach to manage production, accounts, HR, and statutory compliance, while acting as a bridge between the production and sales teams to ensure seamless business operations.

**Key Responsibilities**

**1. Team Management and Production Oversight**

* Ensure all team members report to work and perform their duties effectively. Provide support and assistance where performance shortfalls are identified.
* Monitor and enforce production KPIs:
  + No order remains unprocessed for more than 3 days from receipt to dispatch.
  + All upcountry orders are dispatched by Friday (or Wednesday for priority orders).
  + Ensure production materials are available, and management is notified of exact quantities at least 1 week before critical shortages occur.
  + Maintain a minimum stock of 10 boxes of each major product in the packaging team’s inventory by the end of each business day.
  + Ensure 95% of invoiced orders are dispatched on the same day.
  + Ensure 95% of received orders are invoiced on the same day.
  + Verify that the daily checklist is signed and completed daily.

**2. Statutory Compliance**

* Ensure timely payment and filing of all statutory obligations, including:
  + Tax returns
  + SHA (Social Health Authority) contributions
  + NSSF (National Social Security Fund) contributions
  + Housing Levy

**3. Payroll Management**

* Oversee the HR team to ensure payroll is prepared and processed by the 28th of each month for all staff (excluding management).

**4. Accounts Management**

* Supervise the accounting team to ensure:
  + Account statements are always up to date.
  + All documents are filled accordingly.
  + All due payments, especially from small shops, are collected promptly. Collaborate with sales supervisors to achieve this.
  + All payments are reconciled and accurately recorded in the system.
  + Bulk sales commissions are calculated and confirmed against payments.

**5. Coordination Between Production and Sales Teams**

* Act as the liaison between the production and sales teams to ensure smooth business operations. Collaborate with the Sales Manager to align production output with sales demands.

**6. General Business Operations**

* Ensure the overall smooth running of the business, including resolving warehouse issues outside normal working hours if necessary.
* Provide oversight for all team members, conducting regular sample checks to ensure quality and consistency in their work.

**7. Inventory and System Management**

* Conduct weekly stock audits to ensure physical inventory aligns with system records.
* Ensure Odoo (or equivalent system) is updated daily and never more than 1 day out of date. This includes:
  + Recording all production activities.
  + Logging all purchases.
  + Inputting all sales transactions.
* Prepare and input requisitions into Odoo for payment processing.

**Qualifications and Skills**

* Proven experience in store management, accounts management, or a similar role.
* Strong understanding of production processes, inventory management, and financial systems.
* Proficiency in using Odoo or similar ERP systems.
* Excellent organizational and leadership skills.
* Ability to work under pressure and resolve issues efficiently.
* Strong communication and interpersonal skills to coordinate between teams.
* Knowledge of statutory compliance requirements in Kenya.

**Qualifications and Skills**

* 30,000-45,000 ksh depending on experience
* Medical health cover for primary +1
* Access to Godson savings scheme

If you are a highly motivated physically active individual, 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 – Store/Accounts team leader. Eg. Sam- Store/Accounts team leader.

If you have any questions about the role contact +254713506602

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