

Guide for the accountant

Guides by job role

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Guides by job role

Guide for the accountant

Daily, weekly and monthly accounting routines, including bank reconciliation and tax.

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Your role

You keep the books accurate, make sure money is collected and paid on time and prepare the figures for the owner, the auditor and KRA.

Set up once

- A tidy chart of accounts. See The chart of accounts.
- Fiscal year, currency and cost centres. See Currency, fiscal year and accounting periods and Cost centres.
- Tax templates and accounts. See VAT.

Every day

- Review new **sales invoices** and **purchase invoices**. Check tax and cost centre. See Creating a sales invoice and Recording supplier bills.
- Record **customer and supplier payments**. See Recording customer and supplier payments.
- Check POS closing entries and the M-Pesa total. See Point of sale reports.
- Answer questions about invoices and credit notes. See Credit notes and debit notes.

Every week

- **Bank reconciliation.** See Bank accounts and bank reconciliation.
- Chase overdue invoices from the *Accounts Receivable* report.
- Plan supplier payments from *Accounts Payable*.

Every month

1. Make sure all documents are submitted, and stock is counted if needed.
2. Post depreciation, accruals and payroll. See Depreciation and Running payroll and payslips.
3. Reconcile bank, M-Pesa and card accounts.
4. Review the **Trial Balance**, **Profit and Loss** and **Balance Sheet**. See Financial reports.
5. File and pay **VAT**, **PAYE** and other taxes, and record the payments. See Kenya tax overview and compliance calendar.
6. Compare with the budget. See Budgets.

Every year

Close the year. See Closing the financial year.

Common mistakes

- Editing submitted documents instead of cancelling and amending. See Understanding document status.
- Not reconciling for months, so errors pile up.
- Paying tax without recording the payment.

Who to ask

The administrator for access, and your auditor or tax adviser for rules.

Related documentation

- Bank accounts and bank reconciliation
- Financial reports
- VAT: setting up, recording and returning
- Closing the financial year