

LANDECO Ltd.

Accounts and Administrative Officer: Responsibilities and Work Outline

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Landeco is looking to cultivate a model of business management through which we can become informed and responsible commercial farm developers. The development of Lusoi Farm is our key project for 2016.

This process will involve a growth in our operations from the relative informality of a family run business to a more professional culture of management.

The Accounts and Administration Officer will play a key role in this process, through their maintenance of proper books of account, preparing the companies financial statements and providing administrative support for statutory obligations and other company operations.

Working with the technical support and direction of our audit partners, Articson and Associates, you will implement on a day to day basis the companies financial reporting system with a view to its establishing procedures that are as paper-less and cash-less as possible through the application of digital and mobile technology.

The establishment of a clear and efficient routine of financial operations and records will be the key priority in our first year.

You will also be working and communicating on a daily basis with the General Manager of Lusoi Farm and Mr. Kenyua representing the Board of Directors.

This will apply to Landeco Ltd as a whole and to the Lusoi Farm Operation as our key development project in 2016.

Other specific tasks will involve:

1. Review, adjust and maintain accounts and admin procedures for Landeco operations as a whole.
 - a. Project accounting and administration for Lusoi Farm
2. Prepare and monitor activity budgets and cash-flow schedules
 - a. For Landeco
 - b. For Lusoi Farm
3. Prepare weekly schedule of expenses
 - a. For Landeco
 - b. For Lusoi Farm
 - c. Prepare cheques and cash requisitions for weekly expenses
 - d. Ensure timely payments of all dues and reconciliation of budget projections –v– actual expenditure and revenue.
4. Maintain a filing system for each property
5. Engage with various statutory bodies such as KRA, City Council, NEMA among others.

Operations will be administered from two spaces. Our Lusoi Operations will be managed on a day-to-day basis from an office on the farm itself while other back-office functions will be managed from Nairobi where we will make a room available on our property on Wood Avenue. We see this as an effective and cost efficient way of saving on costs such as rent at this early stage as we reform our accounts and financial information management processes. As we grow through 2016 it will be necessary to move our operations into a more integrated office setting.

CHARACTERISTICS OF THIS PLAYER

1. Either male or female
 - a. Intelligence, Integrity and Energy/Enthusiasm = the key characteristics
2. Below 30 years of age
 - a. Some work experience may help, but the key quality is enthusiasm and diligence in translating company operations into numbers and cash-flow.
 - b. Extensive work experience may make it difficult for them to adjust to working in a relatively unstructured start up environment where we are looking to set the systems up.
 - c. Experience in Accounting packages will be necessary though.
3. Able to work between both formal and informal organisational systems
 - a. 2016 will be about creating order and routine out of an informal company structure and operations.
 - b. These routines and procedures will cover both farm operations and Landeco operations.
 - c. All procedures will have a hard (paper) element and a Digital element
 - i. The goal is to use the minimum amount of paperwork required.
4. CPA level
 - a. Maybe we could be looking for a diligent student with an entrepreneurial spark and we can present the position as an opportunity not only to apply their training but to develop their ability to grow a business model.
 - b. The field of cost accounting in agricultural operations is underserved and there may be room for entrepreneurial CPA students to carve a consulting niche for their services in this area.
 - c. A high degree of digital literacy will be necessary
5. Enjoys creating order through honesty and team work
6. Able to travel by road to Lusoi at least 4 times/month
7. Enjoys (a) sport or activity that they would be happy to share/teach/show the rest of the team.