



**ROLE TITLE: ACCOUNTANT**  
**LOCATION: COMMUNITY CENTRE**  
**(in NAISOYA, NAROK)**

## **VACANCY:**

**Role Summary:** Reporting to the Project Manager, the **Accountant** is in charge of day-to-day management of the financial and book-keeping aspects of the Community Centre as well as overall responsibility for project finances. He/she is expected to provide exemplary professional fiscal management to ensure the smooth flow of operations in line with the mission, vision and strategic objectives of the organization.

**Role Details:** You are expected to:

- 1) Manage, dispense and report on petty cash allocated as per organizational policy and partner standards; prepare and process invoices, purchase orders, cheque requisitions, manual cheque, contract payments etc.
- 2) Take full responsibility for project funds at the assigned centre.
- 3) Maintain accurate accounting files e.g. payables, receivables, invoices, local purchase orders, ledgers etc in an organized and specified manner
- 4) Facilitate processing & maintenance of payments to authorities and any other encumbrances e.g lease agreements, licence payments, permits etc
- 5) Collaboration and shared responsibility with supervisor for ensuring that expenditure is as per agreed budget through enforcement of agreed internal controls
- 6) Ensure compliance with standard payment practices and statutory submissions e.g. VAT, NHIF, NSSF etc.
- 7) Facilitate banking and carry out bank reconciliations on a regular basis.
- 8) Maintain accurate comprehensive records using suitable paperwork and accounting software e.g. Quickbooks
- 9) Support cost-effective restocking and procurement at all times.
- 10) Provide support for the annual internal and external audits; provide support for regular and ad hoc internal audits as required.
- 11) Suggest/initiate creative cost-reduction/optimization initiatives. Conduct statistical analyses and research where necessary.
- 12) Handle financial-related staff and supplier queries as per stipulated procedures.
- 13) Generating accurate monthly, quarterly reports for the consumption of management locally and overseas.
- 14) Build strong viable working relationships with other organizational locations and departments.
- 15) Other related duties as may be assigned.

### **Candidate Profile - Minimum Requirements:**

- ✦ **Bachelor's Degree in Finance or related field or an equivalent qualification;**
- ✦ Be a holder of at least CPA II (Sec 3/4) certification or equivalent. (Updated membership of relevant professional body e.g. ICPAK will be an added advantage)
- ✦ **MUST be a mature born again Christian** with a supporting verifiable testimony.
- ✦ Be **between 24 and 33 years of age.**
- ✦ **MUST have at least 2 years' experience of work** in a busy accounting role preferably in a community-based organization or other relevant institution particularly those dealing with children.
- ✦ **MUST have a valid Certificate of Good Conduct** from the relevant government authorities.
- ✦ Excellent communication skills in both written and spoken English, Swahili, and interpersonal skills
- ✦ Good level of computer proficiency - MS Office Suite; Email; **Accounting software skills** will be a distinct advantage.
- ✦ **Have an enthusiastic approach to work, ability to perform under minimum supervision, pressure and demanding circumstances**
- ✦ **Licence for and ability to safely ride a motorcycle on and off road will be a distinct advantage.**
- ✦ **MUST be flexible, self-motivated, hardworking and a team player.**
- ✦ **Have good attention to detail, planning/organizational skills and ability to meet strict deadlines.**
- ✦ **An understanding of the social dynamics of the community, being conversant with the local language and the general geographical area** is an added advantage.

### **Application Process:**

1. Please send your **customized cover letter** via <https://forms.gle/R1dWurxcwnuzfsAb8>  
**Step 1 is a mandatory step.**
2. Send **updated CV** to [vacancies@yatimaoutreach.org](mailto:vacancies@yatimaoutreach.org) not later than end of day **Friday 27<sup>th</sup> December, 2024.** **Do NOT send in your testimonials at this point.**