



VACANCY:

ROLE TITLE: ACCOUNTS INTERN

LOCATION: A COMMUNITY CENTRE PRIMARY SCHOOL – MECHIMERU (Bungoma)

Role Summary: To assist in the day-to-day management of the financial and book-keeping aspects of the Madeleine Community Centre in Bungoma.

You must demonstrate professionalism, competence and integrity at all times.

Role Details:

- ✚ 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.
- ✚ Maintain accurate accounting files e.g. payables, receivables, invoices, local purchase orders, ledgers etc. in an organized and specified manner which will be audited on a monthly basis.
- ✚ Preparation of monthly budgets on time by Receiving Budgets from the HODs with justifications, compiling and sending them to the Project Manager.
- ✚ Ensure compliance with standard payment practices and statutory submissions e.g. VAT, NHIF, NSSF etc.
- ✚ Facilitate banking and carry out bank reconciliations on a regular basis.
- ✚ Maintain accurate comprehensive records using suitable paperwork and accounting software e.g. Quickbooks.
- ✚ Provide support for the annual internal and external audits. Guidance will be provided.
- ✚ Generating accurate monthly, quarterly reports for the consumption of management locally.
- ✚ Perform other duties as may be assigned by your supervisor from time to time.

Minimum Requirements

- ✚ **Bachelor's Degree in Finance, Accounts or related field;**
- ✚ Be a holder of at least CPA I certification or equivalent.
- ✚ **1-2 years' of related experience** preferably in a community-based organization
- ✚ MUST be a **mature born again Christian** with a supporting verifiable testimony.
- ✚ Good level of computer proficiency - MS Office Suite; Email; **Accounting software skills** will be a distinct advantage.
- ✚ Demonstrated proficiency in Quickbooks software or equivalent,
- ✚ Budgeting skills and analysis.
- ✚ MUST have or be eligible for a valid **Certificate of Good Conduct** from the relevant government authorities.
- ✚ MUST be flexible, self-motivated, hardworking and a team player.
- ✚ **An understanding of the social dynamics of the community, being conversant with the local language and the general geographical area** is a distinct advantage.

Application Process - Please send your **cover letter** and **updated CV** to humanresource@yatimaoutreach.org not later than end of day **Thursday 9th February, 2023.** **Do NOT send in your testimonials at this point.**