

TITLE : ACCOUNTANT
DEPARTMENT : FINANCE
SECTION : FINANCE
REPORT TO : FINANCE MANAGER
SUPERVISES : ACCOUNTS ASSISTANT

Overall responsibility

This position is responsible for cost and management accounting

Key objectives

- Effective internal controls
- Efficient cost and management accounting
- Timely and accurate fund accountability statement for projects
- Compliance with organizational set policies and procedures
- Prudent management of resources
- Statutory audits
- Timely and accurate financial reports

These objectives will be met through the following key tasks;

- Ensuring compliance with Organizational set policies and procedures
- Compliance to internationally recognized financial standards
- Working hand in hand with the procurement function to facilitates staff requisition & complement budgetary control.
- Posting of supplier payments to the respective ledgers, supplier statement reconciliations, and bi-monthly uploading of supplier payments.
- End month bank reconciliations, reconciliations of accounts payable reports and / or dashboards.
- Post customer payments by recording cash, checks, & eft receipts and posting of the same to the respective ledgers.
- Preparation of end month accounts receivables reports and /or dashboard as required.

- Reconciliation of customer statements and sharing them same when sending out invoices.
- Providing accurate and timely Financial reports and business performance data
- Ensuring proper maintenance of assets and depreciation schedules
- Liaising with internal and /or external auditors for both project & statutory audits and tax advisors as and when required.
- Liaising with outsourced book keeping services
- Prepares fund accountability statements & project reports as & when due to the various KAM donors.
- Carries out various bank transactions including but not limited to cash withdrawals, cash payments & deposits on behalf of the organization.
- Carries out financial component due diligence when required by donors
- Responsible for treasury management
- Performing any other duties as may be assigned from time to time

Person Specification

- i. Bachelor of Commerce (Accounting Option) or Equivalent
- ii. MBA is an added advantage
- iii. CPA (K) or Equivalent
- iv. Three (3)years' work experience in Financial management.
- v. Knowledge of Sage Evolution (Pro) and / or Microsoft Dynamics Navision (Serenics) will be an added advantage.

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their CV and Application letter only to hr@kam.co.ke indicating the words “**Accountant**” on the email subject line so as to reach us **not later than July 16, 2021. Click on Link [here](#) to apply: Only the shortlisted shall be contacted.**

