



ACCOUNTANT - Job Opportunity at KCCWG

Job Summary

The purpose of the position is to support the Finance and Operations department at KCCWG. The candidate will be responsible for maintenance of accounts, preparation and revision of external and internal financial reports inclusive of budgetary control and development of proposal budgets

Responsibilities

- Facilitate the adherence to the organization accounting procedures
- Development of proposal budget, budget monitoring, maintaining financial records, management of cash imprest and accounts reconciliations
- Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements
- Prepare donor financial reports Undertake preparation of accounts for audit and facilitate the adherence to the organization accounting procedures
- Facilitate financial operations of project activities; be responsible for generating financial and management accounts
- Development of proposal budget, budget monitoring, maintaining financial records, management of cash imprest and accounts reconciliations
- Conduct periodic bank reconciliations and maintain records on file
- Prepare accounting documents/ financial reports according to the organizational accounting guidelines/ donor requirement
- Establish financial tracking and monitoring system for accounting of organization funds
- Oversee programme and project activity budgets.
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements
- Ensure documentation relating to payments is duly approved by the chairman and the treasurer
- Carry out any other duties assigned by management Board

Person Specifications

- Degree in Business field such as Accounting or Finance
- Professional qualifications in CPA/CPAK
- 3 years in Accounting function



- Knowledge in at least one Accounting System, QuickBooks, working knowledge of SAGE PASTEL systems is a plus
- Knowledge of Kenya VAT, KRA requirements and regulations, income tax and other statutory regulations
- Excellent communication and interpersonal skills
- High sense of initiative and personal motivation
- Ability to work extra hard and deliver results

Must demonstrate the following competencies

- Pro activity
- Interpersonal Skills
- Operational skills
- Team Player skills
- Communication Skills
- Good Donor Report Writing Skills

Application Process

To apply, send your CV and a short supporting statement (max. of 400 words) outlining your suitability for this role and why this role interests you to: recruitments@kccwg.org.

Closing date for applications is Wednesday, 8th May, 2019 (11.59 pm EAT).