



VACANCY – 1

Accountant

Kisumu Urban Apostolate Program (KUAP-Pandipieri) is a dynamic Faith-based Based NGO in Kisumu and works on a broad spectrum of Community development with Programmes in Children Services, Education and Community Health.

Purpose:

To provide financial information to Management Team by analyzing accounting data, preparing and presenting reports.

Position Requirement

- Holder of Bachelor degree in Accounting, Finance or Business Administration.
- Holder of CPA 3 or its equivalent
- Member of the Institute of Certified Public Accountants of Kenya (ICPAK)
- Must have hands-on experience with QuickBooks and excellent computer skills in MS Office Suite.
- Exposure to project accounting, financial management including budgeting, grants and contracts.
- Ability work independently and as part of a team at various levels in an organization.
- Must exhibit and maintain high level of professional and ethical conduct at all times.

Key Responsibilities:

- Prepare analyze and compile all account entries and information to the recommend required financial actions.
- Summarizes current Program financial status by collecting information for reporting to the Finance Officer; reports include cashbooks, budget status , advances and payables schedules and bank reconciliations by the 5th of each month.
- Prepares financial, budgetary, and/or other journals as required to correct coding problems and to ensure proper financial reporting.
- Preparing bank reconciliations and maintaining petty cash records and cash certificates.
- Filing online statutory returns, prepares statutory and other payments
- Preparation of audit schedules and responding to any donor/audit queries
- Performs procurement of goods and services as per KUAP Rules and regulations.
- Assist is preparation of monthly payroll
- Prepare checks/payments and ensuring that they are signed
- Conduct regular cash counts
- Preparation of monthly, bi-annual and annual donor reports
- Participate in quarterly donor/partners forums and meetings
- Assist in the preparation of bi-annual, annual budgets and budgets for donor proposals
- Assist in stock taking and stock valuation and monitoring
- Advise program staff on project financial matters
- Perform any other duties and responsibilities as may be assigned to you by your supervisor as may be deemed necessary
- Ability to work as a team member and produce monthly quality reports.

If you meet the above criteria, please send your application with detailed CV, stating current position and remuneration and addresses of **two** referees to:

The Human Resource & Admin Officer, KUAP-Pandipieri,

Pandipieri Catholic Centre, Ring-Road, Nyalenda, Kisumu. P.O. Box 795 – 40100 Kisumu.

Email: hr@pandipieri.org

Application must reach KUAP – by Monday 13th May 2019.

Only short-listed candidates will be contacted.

NO CANVASSING