

## **VACANT POSITION: ACCOUNTANT**

**Food for the Hungry-Kenya, a Christian relief and development agency, seeks to fill the following vacant position:**

<b>Job Title:</b>	Accountant
<b>Location:</b>	<b>Marsabit</b>
<b>Reports to:</b>	Field Accountant
<b>Contract Type:</b>	1 year (renewable)
<b>Closing date:</b>	28 <sup>th</sup> August 2020

### **VALUES, VISION, AND PURPOSE**

At Food for the Hungry, we operate under a set of guiding principles we call “The Heartbeat.” This includes our Values, Vision, and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God’s call responding to human suffering and graduating communities from extreme poverty.

### **POSITION IN THE ORGANIZATION**

The Accountant reports hierarchically to the Field Accountant

### **PURPOSE OF THE JOB**

To coordinate all areas relating to financial recording/reporting as well as the process regarding accounts payable and accounts receivable in the field office, in accordance with FH policies.

### **ESSENTIAL TASKS AND RESPONSIBILITIES**

Key result # 1 - Handling of payments/petty cash maintenance

- Make payments on behalf of FH/K as and when required and ensure adherence to set policies.
- Pay out advances to authorized staff and ensure prompt accounting of the same.
- Receive payments due to FH/K, issue receipts and deposit such payments promptly.
- Prepare petty cash journal before approval by Field Accountant.

Key result #2 Record management/reporting

- Submit financial report for specified donors to Finance manager
- Ensure that all grant funded activities have all the support documents before filling in line with specific donor requirements.
- Will be responsible for keeping proper records including filing systems for the accounts department.
- Maintain a proper filing of all accounting documents and other reference materials.

### **QUALIFICATIONS**

- Vibrant personal relationship with Christ
- Working knowledge of accounting software and preferably Sun system
- Ability to learn new concepts and ideas, adaptable
- Strong working knowledge of computers and MS Office Suite

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Finance/Accounting plus ACCA or CPA; BCom or its equivalent and at least 3 years of working experience in Finance within an NGO set up.

### **LANGUAGE SKILLS**

Proficiency in spoken and written English and Kiswahili.

### **SAFEGUARDING**

As appropriate, shall be responsible for creating, promoting and maintaining an environment that prevents sexual exploitation and abuse and takes appropriate measures for this purpose.

**HOW TO APPLY**

Interested and qualified candidates should send their applications (clearly indicating their current or expected salary), updated CV with three referees, day telephone contacts to: Human Resource Manager  
Email address: [hr-fhkenya@fh.org](mailto:hr-fhkenya@fh.org) latest by 28<sup>th</sup> August 2020.

*While we value every person applying for this job, please note that only the shortlisted candidates will be contacted.*

**NB: FOOD FOR THE HUNGRY (FH KENYA) DOES NOT SOLICIT ANY TYPE OF PAYMENT FOR JOB APPLICATIONS OR HIRING PROCESSES.**

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