

SCOPE OF WORK

The Kenya Green Building Society (KGBS) is looking to hire an accounting firm to assist the society in its accounting function.

As a nonprofit organization, the accounting function assists in helping the KGBS plan, record, and report on its finances, and plays an important part in ensuring it is accountable to its members, investors, workstreams, donors, contributors and under its grants. This requires a resource who understands and is well versed with non-profit accounting and can assist KGBS in the following:

1. Accounting services

- 1.1. Developing an accounting system using an agreed accounting platform that will assess the performance of the society, and enable the board to track the society's performance but also support the reporting of membership revenue under Glue App.
- 1.2. Working with the society in monitoring progress of the accounting system on a monthly basis.
- 1.3. Preparing monthly management reports upon receipt of the original invoices on a month-to-month basis that will guide the society on its revenue, expenses, budget, and the monthly P & L, bank reconciliations, cash flow statements, and any other report required to ensure financial, and statutory compliance and in line with nonprofit accounting statements and reporting best practice standards.
- 1.4. Coordination, facilitation and engagement with external auditors when required.
- 1.5. Ensure the society and its staff are compliant with the statutory filings of the society under all required laws governing non-profit organizations.

2. Taxation services

- 2.1. Ensure that statutory payments and returns are made on or before their due dates to avoid penalties-this will include PAYE, WITHHOLDING TAX,NSSF, NHIF, and VAT;
- 2.2. Provide a monthly confirmation of tax compliance and coordinate with the auditor (where required) to ensure that the society is at all times tax compliant and obtain the necessary exemptions, and nil certificates or confirmations;
- 2.3. Offer advice on tax planning and saving opportunities that the society can utilize; and
- 2.4. Ensure that the society obtains a tax exemption certificate.

3. Advise on best practices

- 3.1. Developing suitable accounting policies and practices, for example, procedures to be followed on making payments, maintenance of a petty cash system, cashbook and maintenance of third-party supporting documents;
- 3.2. Advice on good corporate governance practices, especially in the overall management of the company from the top;
- 3.3. Establishing an effective internal control system for the tracking of the society's revenue, assist in projecting the budget of the society and prevent fraud.

4. Financial reporting

- 4.1. Work with the secretariat to prepare financial reports where required to meet reporting obligations under grants, workstreams, projects.

5. Reconciling historical records and creating a filing system (maximum 3-month period).

- 5.1. Obtaining the historical records of the society to ensure all annual financial statements and statutory filings are organised.
- 5.2. Highlighting any missing documents and proposing alternative solutions to ensure historical records are in order and compliant with the laws.
- 5.3. Ensuring uniformity of historical data and filing with the current to ensure a seamless system of filing going forward.

Kindly note that in responding to the vacancy the firm should provide:

1. Their cover letter; and
2. Their proposal which includes their company profile, the team and the firm's experience in non-profit accounting and their proposed quote.

Kindly note that the deadline for sending the above is COB Friday, September 2022 to : ceo@kgbs.co.ke.