



HEART

Health Education Africa Resource Team

Empowering the People of Africa to Survive and to Thrive Beyond the HIV/AIDS Pandemic

Job Vacancy – ACCOUNTANT

Health Education Africa Resource Team (HEART) is a Faith Based Organization founded in 2000 and registered in Kenya as a Trust to provide community driven development by empowering the people of Kenya. HEART is currently seeking to fill the position of the accountant

Job Summary

Reporting to the **Finance Manager (FM)**, the Accountant is responsible for ensuring timely payments and accurate recording of all financial transactions for HEART projects and Lodge. The Accountant will also play a key role in ensuring compliance with financial procedures, reporting and maintenance of adequate internal controls.

Major Responsibilities:

- Process and make payments as provided in the approved budgets.
- Record transactions in the system including coding of payment vouchers before making payment.
- Ensure proper management of petty cash.
- Carry out reconciliations of cash and bank balances on regularly basis.
- Prepare schedule of payments of utilities, statutory deduction and ensure timely payment of the same.
- Ensure timely preparation of all staff advances including travel and other advances and provide monthly update of any outstanding advances.
- Ensure timely payments of accounts payables.
- Ensure maintenance of an efficient, proper and transparent financial filing system for the department and the organization in accordance with the organizational guidelines.
- Assist in the preparation for audits (both projects and institutional audits).
- Assist with preparation of monthly financial reports.
- Handle all requests for payments, ensuring that these are adequately approved as per established guidelines, and that adequate supporting documentation is on hand.
- Ensure implementation of maintenance of internal financial controls and procedures.
- Ensure statutory payroll tax computations are accurately done, timely returns and payments are made to relevant authorities on or before the specified dates.

- Banking and other payment duties at times outside of office.
- Perform any other duty as may be assigned.

Qualification Requirements

- Minimum professional accounting qualification of CPA III
- A Bachelor's degree will be an added advantage.
- Three years professional experience in a similar position preferably in an International NGOs.
- Excellent computer skills particularly with advanced hands on experience on different types of spread sheets and various automated accounting systems particularly Quick books.
- Experience with internal control and financial systems review is desired.
- Highly organized and able to prioritize.
- A Christian who is self-motivated with the ability to work independently and embrace teamwork.
- Good communication and interpersonal skills.

Applications should include cover letter detailing suitability to the position, current and expected salary, CV, telephone numbers, address and names of three references with phone contact information, should be addressed mailed to SallyAnyanzwa@africaheart.com by **15 February 2019**. Interviews will be scheduled when responsive applications are received. Only short listed candidates will be contacted. ***HEART is an equal opportunity employer.***