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PROJECT ACCOUNTANT – TURKANA

Asante Africa Foundation – Kenya (AAF-KE) is a non-profit organization based in Narok. *Our mission is to educate and empower the next generation of change agents whose dreams and actions transform the future for Africa and the world.* Asante Africa Foundation believes in the power of knowledge as a catalyst to help young people create a future where they can live their potential. Our work addresses the root causes of why children are not in school and paves the way for success in the classroom and beyond. Our programs are built upon three key pillars: create Access to Education, enhance Learning in the Classroom, and prepare youth for Life Beyond the Classroom.

Job Title	Project Accountant
Position Reports to	Finance Manager / Project Manager / Red Cross
Position supervises	None
Works Directly with	M&E Officer, Red Cross
Duration	1 year with possibility of extension based on performance and availability of funds

Purpose of the Job

Ensure financial accountability for Global Fund HIV program to reduce the risk of HIV among adolescent girls and young women (AGYW) aged 10-24 years in Turkana County. To ensure timely preparation of monthly accounts timely, complete and accurate recognition of expenses and timely payment of suppliers.

Duties and Responsibilities

- a) Enter all transactions into the accounting system (QuickBooks); identify the proper account codes for each transaction;

Job Vacancy

- b) Receive and process all invoices, expense reports and requests for payment;
- c) Make payments to utilities and suppliers and maintain accounts for creditors;
- d) Collect and verify timesheets, check for project codes and approvals.
- e) Verify expense reports and ensure timely payment of travel advances / settlement of expenses;
- f) Ensure payment of consultants and casuals;
- g) Assist in the billing and invoicing of clients;
- h) Verify status of payments with clients and banks;
- i) Ensure that petty cash is managed efficiently and controls are observed;
- j) Verify petty cash vouchers and field expenses;
- k) Ensure full verification and reconciliation of bank statements;
- l) Assist with tax computations and tax returns for all categories of tax;
- m) Assist in financial and statutory reporting;
- n) Act as a custodian of accounting records, ledgers, revenues and operating expenses;
- o) Assist in the preparation of the Fixed Asset Register and inventory control;
- p) Assist in preparation of accounts and other documentation for external audit;
- q) Assist in internal audit process and compliance with administrative controls;
- r) Ensure all taxation and legislative requirements are complied with at all times;
- s) Assist in preparation of project budgets;
- t) Provide project financial reports and statements to staff as required;
- u) Assist project manager in the financial management of projects;
- v) Assist in the management of project assets.

Job Specifications

- Professional accountancy qualification (minimum CPA 2);
- Bachelor's Degree in Business Management, Finance, Accounting, Economics or equivalent qualifications. (**Added Advantage**);
- Proficient in using Quickbooks Accounting System, updating charts of accounts, and assigning entries to proper accounts.
- Be able to know Accrual based book keeping and comfortable with CLASS book keeping structures;
- Considerable IT & MIS skills (Microsoft Office);
- Proven work experience in Accounting / Finance;

Job Vacancy

- Experience in Donor Grants management;
- Good analytical and numerical skills;
- Experience using financial software is an added advantage
- Strong ethics, professional integrity and accountability.

Interested candidates should send their CV, cover letter and contacts of three referees to infokenya@asanteafrica.org before 15th January 2019.

AAF is an equal opportunity employer. Suitably qualified candidates under the age of 35 residing in Turkana, with relevant skills and experience, are particularly encouraged to apply. Only shortlisted candidates will be contacted.