



Position Title: Accountant

Reporting to: Directors

Job location: Nairobi/ Machakos office

Background:

Deaf Empowerment Kenya is a local organization working towards improving quality of life of its beneficiaries through programs on Health, Education, Governance, mainstreaming and inclusion.

Job Purpose Summary: To Manage Accounting processes for donor funded Projects

Key Responsibilities and Accountabilities:

- Preparation of Budgets and Work plans on Donor Funded projects
- Maintaining financial and accounting systems
- Liaising with Donor Agents on Financial Reporting and Accountability for smooth implementation of funded projects.
- Coordination and control of projects under implementation
- Procurement of goods and servicing of office equipment
- Analyzing and review of budgets and expenditures
- Maintenance of computerized books of accounts on QuickBooks Accounting program.
- Design and implementation of internal financial control system
- Production of monthly, quarterly and annual Financial Accountability Statements and reports.
- Provide advice on project's budgetary control and cash flow management.
- Maintaining payroll and remitting statutory deductions promptly
- Assist in preparation of Internal/External Audits
- General administrative duties.
- Any other duty that may be assigned to her / him.

Key Qualifications and Experience Required:

- A degree in finance is a requirement, with professional qualifications in Accounting of at least CPA II.
- At least 2 year's NGO experience in financial management; payroll, procurements, cash & bank management.
- Proven experience of supervising staff

Development and Operational Effectiveness:

- Ability to perform a variety of standard tasks related to financial resources management, including screening and collecting documentation, financial data processing, filing, provision of information.
- Strong computer skills including experience of using and administering Accounting packages.

Leadership and Self-Management:

- Focuses on result and responds positively to feedback
- Strong interpersonal skills and ability to establish and maintain effective working relations with a team
- Consistently approaching work with energy and a positive and constructive attitude.
- Have cultural sensitivity, assertiveness and negotiating skills.
- Remains calm, in control and good humor, even under pressure
- Willingness to travel to field projects occasionally.

Applications must include the following:

- An application letter stating current work (if applicable)
- A current CV with names and telephone contacts for at least 3 referees
- Copies of academic certificates
- Day time telephone number

How to Apply:

Interested candidates who meet the above qualifications should send their applications strictly through the email address info@dekkenya.org so as to reach us not later than Thursday, 6th June 2019;

All Applications are addressed to:

**The Director
Deaf Empowerment Kenya
P.O. Box 22024-00400,
Nairobi**

NB: PLEASE INDICATE WHEN YOU ARE AVAILABLE TO TAKE UP THE POST ON THE APPLICATION

Only shortlisted candidates will be contacted.

Job disclaimer and notification:

Deaf Empowerment Kenya is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.