



Vacancy Announcement

Position: Programmes Accountant

Reports to: Finance Manager

Location: Nairobi, Kenya

The East African Wild Life Society (EAWLS) is the oldest conservation organization in East Africa (established in 1961 after the merger of the Kenya and Tanzania Wildlife Societies that were both formed in 1956). EAWLS is a membership-based public benefit organization that seeks to enhance the conservation and wise-use of the environment and natural resources (wildlife, forests, marine and wetland) in East Africa Region. We envision an East Africa where all people enjoy the full diversity, beauty and richness of nature.

EAWLS is therefore seeking to fill the position of Programmes Accountant.

I. Duties and Responsibilities

- Post/Capture deposits and payments using the SAGE Accounting System;
- Prepare Bank Reconciliations for both Kenya Shilling and Foreign Currency Accounts;
- Prepare Donor financial reports as well as other reports required by EAWLS Management;
- Check/verify & process imprest surrender documents to ensure all relevant supporting documentation is attached;
- Communicate with Donors when required;
- Assist in preparation of proposals to be submitted to Donors;
- Assist in preparation of reports required for EAWLS Quarterly Management Accounts presented to the Board;
- Reconciliation of statutory deductions ledgers;
- Assist in preparing HELB, NSSF, NHIF and PAYE schedules and ensure that the subsequent payments are made before their respective deadlines;
- Assist with preparing payments Supplier reconciliations as well as prepare payments to the respective suppliers upon approval;
- Assist in following up of payments from EAWLS debtors;
- Issue Donor invoices as required;
- Issue receipts for member and other debtor payments when required;

- Assist with preparing audit documents during the audit period.
- Other Accounting duties may be assigned by the Finance Manager in addition to the duties listed above according to the organizational needs.

II. Profile

Required Functional Skills and Competencies:

- CPA Section III;
- Knowledge in using Microsoft Word and Excel;
- Knowledge of SAGE Accounting system will be an added advantage;
- Excellent oral and written English and Kiswahili with knowledge of other local languages an asset;
- Previously worked in a busy NGO Accounting Office;
- Ability to work with minimum supervision;
- Excellent communication, interpersonal, organisational and analytical skills;
- Ensure the safety of the Finance Office Equipment, Documents, Files and other Items;
- Adherence to EAWLS's values

To Apply

Applicants should submit a resume and cover letter to info@eawildlife.org by 5th June 2019.