

EAST AFRICAN WILD LIFE SOCIETY

Vacancy Announcement

Position: Assistant Accountant - Projects

Reports to: Finance Manager

Location: Nairobi, Kenya



THE EAST AFRICAN
WILD LIFE SOCIETY

The East African Wild Life Society (EAWLS) is a membership-based NGO that seeks to enhance the conservation and wise use of the environment and natural resources in East Africa for the benefit of current and future generations. We are seeking an energetic, innovative and visionary new team member who will assist in building upon our more than 60 years of experience and leadership in the conservation sector, by enhancing our impacting on environmental matters in target regions of East Africa.

The East African Wild Life Society (EAWLS) is seeking to fill the above named position with a dynamic, forward-thinking achiever with expertise in Finance and accounting.

Job Description

Tasks and Responsibilities

PROJECTS:

- Preparing Monthly Donor reports for all EAWLS projects ensuring that all debits and credits are captured for approval by the Finance Manager before distribution to donors.
- Reconcile Staff imprest analysis on a monthly basis to ensure all funds received by any staff member are accounted for in a timely manner and ensuring that follow-up is done for outstanding imprests.
- Prepare all Project related Local Purchase Orders for all EAWLS Suppliers subject to approval by the Finance and HR & Administration Managers and with all the proper documentation in place.
- Prepare donor invoices in line with donor budgets
- Prepare Monthly Bank reconciliations for EAWLS Kenya Shilling Accounts
- Post cheque requisitions (payment vouchers), bank deposits (direct credits), bank payments (direct debits), invoices raised to donors, credit notes, and Cash surrenders into the SAGE system.
- Check project cash/imprest requests to ensure they agree with donor and EAWLS requirements
- Check all project cash surrenders/liquidation of funds by staff
- Prepare monthly Conservation Funds report and Grants Received Report for submission during Board meetings
- Prepare project cash forecasts on a monthly/weekly basis as needed
- Any other duties assigned by the Finance Manager

ADMINISTRATION

- Liaise with EAWLS suppliers on payments
- Assist with preparing payments to be made using the MPESA Bulk system
- Assist with follow-ups on outstanding payments to EAWLS when needed (debtor follow-ups)
- In-charge of the EAWLS merchandise under the supervision of the Finance Manager. S/He is expected to receive all merchandise from suppliers after verification from LPOs, hand over the Goods received note to the Accountant - Operations for posting. S/he will also issue merchandise to Marketing staff ensuring that the merchandise is signed for when issued.
- Prepare weekly cash position showing the funds held for each donor after approved payments are made to ensure bank accounts are not overdrawn.
- Checking all administration cash surrenders/liquidation of funds by staff.

- Prepare all Administration Local Purchase Orders for all EAWLS Suppliers subject to approval by the Finance and HR & Administration Managers and with all the proper documentation in place.
- May be required to assist with filing VAT Returns as well as Withholding Tax Returns
- Any other duties assigned by the Finance Manager

Qualifications:

- Professional accounting qualification i.e. CPA/ACCA (CPA Section 3 minimum)
- Knowledge in using SAGE 200 will be an added advantage

Experience:

- A minimum of two years in project accounting in a busy office
- Experience working with non-profit finance management and accounting

Required skills and competences:

- Good communication skills
- Creative, innovative, aggressive and keen on details
- Team player, with ability to seek out views of others and build positive working relationships
- Result oriented
- Advanced excel knowledge
- Use of iTax system for filing returns

How to apply

Applications, consisting of a **covering letter** explaining why you feel you should be considered for this role and a **full CV** (should contain contact details for at least two professional referees) should be sent as **single PDF document** to info@eawildlife.org .

Please mark your application **Assistant Accountant - Projects**

The closing date for applications is **24th July 2023**. Only shortlisted candidates will be contacted.

The applications will be reviewed on a rolling basis.

The East African Wild Life Society is an Equal Opportunity Employer and does not charge for any application or recruitment.