

VACANCY ANNOUNCEMENT

Vacancy Code:	ACC/NRB/2017_09
Post Title:	ACCOUNTANT
Organization:	CESVI
Duty Station:	Nairobi-Kenya
Duration:	6 Months renewable
No. of Post:	1
Announcing Date:	04/09/2017
Closing Date:	14/09/2017
Submission Email	recruitment.nairobi@cesvioverseas.org

Job Summary:	<p>Objective 1 : Check the monthly accounts of the bases and those of the capital:</p> <ul style="list-style-type: none"> • Check the mission's cash and bank balance • Check eligibility of invoices • At the end of each month, check the level of advances for each cash box • Verify recording of expenses in each cashbook • Edit comments on the accounting of each base monthly • Verify presentation of accounting vouchers <p>Objective 2 : Consolidate the mission's accounts monthly:</p> <ul style="list-style-type: none"> • Verify payment of rental agreements when they fall due and split the charges over the periods. • Verify with the HR department that the staff data base is complete and updated • Update the depreciation files for the mission's equipment and vehicles • File monthly the original documents related to advance accounts in a separate file; • Integrate the cash and bank books into the accounting software • Check expenditure by the field to enter data into the accounting software • Update the software for each project <p>Objective 3 : Participate in the pre-audit of financial contracts:</p> <ul style="list-style-type: none"> • Supervise archiving and presentation of financing contracts (Analytical accounting Book), distribute invoices after journal entries, edit the expenses vouchers from HQ); • Elaborate the listing of risks for validation by the administrator • In collaboration with the Administrator, check validity of accounting data with the intermediary and final reports. <p>Objective 4 : Supervise the team:</p> <ul style="list-style-type: none"> • Ensure training of cashiers and accountants on the mission;
--------------	---

	<ul style="list-style-type: none"> • Check the cashbooks and carry out the physical inventories; • Ensure training in book-keeping on the mission; • Carry out appraisals of the team members at least once a year.
Qualifications	<ul style="list-style-type: none"> ▪ Minimum qualification – Degree Certificate in related field. ▪ At least 3 years full-time experience gained in Finance administrative role including working with computerized accounting systems and the preparation of financial reports ▪ At least 2years experience in an International NGO ▪ Must demonstrate excellent numerical and analytical skills. ▪ Practical knowledge of internal control, checking, budgeting and computerized purchase and sales ledgers. ▪ Significant expertise in the use of the standard IT packages ▪ Ability to undertake work/tasks, alone or as part of a team, involving a high degree of attention to detail and confidentiality ▪ Ability to work under pressure to meet tight deadlines. ▪ Knowledge of Donor Funds Management and Projects reporting. ▪ Candidates with multitasking abilities and ability to work in stressful situation will get preference. ▪ Computer related skills (Excel, Word, and internet) is desired. ▪ Good knowledge of English language both oral and written. ▪ Knowledge of Somali language and ability to travel to Somalia is an added advantage ▪ Commitment to humanitarian principles and action. ▪ Ability to travel to Somalia and speak Somali language is an added advantage
Submission Guidelines:	<p>Persons qualified for this position are invited to submit their CV (<u>including 3 referees</u>) and COVER LETTER ONLY to CESVI to the e-mail address recruitment.nairobi@cesvioverseas.org Please quote the Position (i.e. Application for Accountant ACC/NRB/2017_09) in the subject line of your e-mail application. Please do not apply twice, applicants should not attach certificates at this stage. Inquiries on phone or e-mail will not be entertained.</p> <p>Female candidates are encouraged to apply.</p> <p>Closing date for applications is 14th September 2017 at 17:00. However Cesvi reserves the right to close the vacancy before the above mentioned date in case a large number of applications is received. Only short-listed candidates will be contacted</p> <p><i>CESVI is an equal opportunities employer.</i></p>

