

## VACANCY

### JOB TITLE: Accountant

#### About KCDF

Since its establishment in 1997, Kenya Community Development Foundation (KCDF) has built a strong basis for community driven development approaches and is unique in Kenya as a pioneer of public foundations. KCDF works through strategic and carefully selected partnerships in Kenya, both at the national and community level and strongly believes in the ability of communities to identify and prioritize their needs and with a little external support, pursue their own solutions to these needs.

**Overall Job Purpose:** KCDF is seeking to recruit an experienced and highly motivated individual, to the position of Accountant. This position is based in Nairobi and reports to the Finance Manager, and is part of the finance team that enables KCDF to have an effective accounting and financial management system, for timely decision making in the organization.

#### Key Duties and Responsibilities:

- Maintenance of the General Ledger, which entails reviewing finance requests and liquidations.
- Support in managing the KCDF financial system i.e. recording reconciliations, reviewing day-to-day financial transactions, coding and posting, bank reconciliations, ensuring adherence to financial procedures and controls;
- Support the external audit process of the organisation as may be assigned;
- Support the Program Team members in the development of budgets, forecasts, and assisting in budget revisions for respective KCDF programmes;
- Support with ongoing technical assistance to KCDF programme partners in financial matters to increase their capacity in financial management;

#### Qualifications, Skills and Experience

- A graduate degree in Business Administration, Accounting, Finance or a closely related field, and a CPA Part 3;
- At least four years of work experience, with two years working under finance and administration department of not for profit organization;
- Ability to effectively communicate financial information to non-financial staff
- Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel and prior experience of working with an ERP. Knowledge in Navision accounting system will be an added advantage;
- Highly self-supervised and ability to meet deadlines

**How to Apply:** Applications by qualified candidates should be submitted only by email [jobs@kcdf.or.ke](mailto:jobs@kcdf.or.ke) addressed to the Executive Director and quoting the position “Accountant”.

Attach your current résumé which should include daytime contacts of three referees. The deadline for submission of applications must be received not later **21<sup>st</sup> February 2020**.

*KCDF is an equal opportunity employer and only shortlisted candidates shall be contacted*