

Accounts Assistant at Association for the Physically Disabled of Kenya

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Job Description

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The Association for the Physically Disabled of Kenya (APDK) was established in as a non-governmental organization (NGO). The overall objective of the organization is to improve the Quality of life of Persons with Disabilities through promoting Rehabilitation and Inclusion.

Accounts Assistant

The Association for the Physically Disabled of Kenya (APDK) is a well-established Kenya (NGO) with 10 branches divided into 4 regional hubs. APDK has a workforce of , a quarter of whom are persons with different abilities. APDK seeks to employ **Branch Accounts Assistant** to work with the National Accountant in the Accounts Department, in Nairobi, Kenya.

The key Responsibilities include, but are not limited to:

Preparation of budgets for branch budgets

Record receipts and payments in SAGE

Follow up for support documents and filing payments vouchers

Preparation of Financial reports on the projects for effective control of funds.

Ensure that all books and financial reports are prepared accurately and audited in a timely manner and coordinate the branch's external audit

Prepare monthly financial management reports.

Work closely with branch admin assistants

Prepare donor financial reports according to their requirements

Maintain trading, profit, and loss account for the income generation components of the branches

Any other duty assigned to you by virtue of your position.

Requirements;

Degree in Accounting or CPA.

At least 1 year of relevant working experience in the NGO

Demonstrated experience in the financial management of donor funds and cost accounting would be an added advantage.

Have working experience with the SAGE accounting package and an excellent knowledge of Excel.

Have the ability to work for long and odd hours under minimum supervision to meet deadlines.

Available to begin immediately

Expected Salary

Other Skills

Track record in accomplishing complex, broad-spectrum assignments

Analytical, conceptual, and numerical skills

Good interpersonal skills

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