

Assistant Accountant, Map – AMR Kenya Project at University of Nairobi

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Job Description

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The University of Nairobi, a body corporate established under the Universities Act of the laws of Kenya and the University of Nairobi Charter, is the pioneer institution of University education in Kenya and the region. The only institution of higher learning in Kenya for a long time, the University of Nairobi responded to the national, regional and Africa's high level manpower training needs by developing and evolving strong, diversified academic programmes and specializations in basic sciences, applied sciences, technology, humanities, social sciences and the arts.

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The Position

The position is domiciled in the Department of Clinical Medicine and Therapeutics in the Faculty of Health Sciences, under the Monitor and Prevent Antimicrobial Resistance in Kenya (MAPAMR Kenya) Project. This is a five year CDC project that will be conducted in three hospitals: namely Kenyatta National Hospital, The Nairobi Hospital and The National Spinal Injury Referral Hospital.

Location

This is a full time position based at the University of Nairobi, Department of Clinical Medicine and Therapeutics, with the holder of the position reporting to the Principal Investigator.

Duties and Responsibilities

Assist the project management team in preparation of annual and activity project budgets

Assist to ensure that the project team adhere to approved activity implementation budgets

Liaise with the UON Grant Office in processing of cash advances for project activities

Assist to ensure that the right accounting documents are presented soon after project activities to clear cash advances

Assist to confirm that all expenses incurred and paid for are project specific and within the approved budget amount and period

Work closely with the project administrator to ensure that the relevant documents are attached to all payment request letters

Receive and analyze project staff monthly time sheets to confirm the accuracy of the filled details

Ensures consultant invoices correctly reflect timesheet details

Job Specifications

Bachelor of Commerce degree in Accounting, Finance or equivalent

At least CPA II, Section 4 or equivalent

Knowledge of MS Office and accounting packages

At least one year of experience working with donor-funded projects in a similar position or related field

Demonstrate high level of integrity with the ability to maintain confidentiality, and possession of excellent communication; a team player with report writing and analytical skills

Tenure and Terms of Appointment

The tenure of this job is one year, appointment is on contract which can be renewed based on performance, mutual agreement and project period.

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