

Assistant Accountant – Projects at East African Wild Life Society (EAWLS)

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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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.

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

Requirements

Qualifications:

Professional accounting qualification i.e. CPA/ACCA (CPA Section 3 minimum)

Knowledge in using SAGE 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

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