

Chief Accountant at Mission for Essential Drugs and Supplies (MEDS)

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Mission for Essential Drugs and Supplies (MEDS) is a registered trust of the Kenya Conference of Catholic Bishops (KCCB) and Christian Health Association of Kenya (CHAK) with the mandate to provide reliable, quality and affordable essential drugs, medical supplies, training and other pharmaceutical services.

Key responsibilities:

Ensure correctness of the General and subsidiary ledgers for accurate financial and management reports

Prepare management accounts and Board Reports to inform decision-making

Authorize financial transactions for accountability and control of resources

Manage Organizations' cash and cash reserves by ensuring optimal funding of all bank and cash accounts

Monitor investment portfolio for optimum returns

Manage Staff Provident Fund Scheme

Prepare and maintain financial reports for donor funded projects for accountability

Manage the Organisational budgeting process

Negotiate and obtain finance for major projects

Undertake Cost Benefit Analysis to support Organizational Investment decisions and processes

Prepare Organization's end of year Financial Statements and Reports

Coordinate statutory and donor-funded project external audits

Prepare and submit annual returns for statutory compliance

Job requirements:

Bachelors Degree in Accounting or Finance related field

Masters Degree in Finance, Business Administration or a business-related course

CPA (K)

Registered member of ICPAK

At least 7 years in accounting of which 3 is in Financial Management

Functional skills; Leadership skills, Attention to detail, Organisational skills, Analytical skills,

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Cross References and Citations:

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