

## Operations & Accounts Assistant at DanChurchAid (DCA)

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

DanChurchAid's aim is to strengthen the world's poorest people in their struggle for a life in dignity. Our work is based on a Christian view of humanity with respect for every individual's rights and equal worth. DanChurchAid is rooted in the Danish National Evangelical Lutheran Church, but is active wherever we find the need is highest, regardless of religion, gender, political beliefs, race, national or ethnic origins, handicaps or sexual orientation.

### About Job

DCA is seeking to recruit a competent and energetic Kenyan National for a position as Operations & Accounts Assistant. The position is based in Nairobi – with some travel to DCA's offices in Nakuru and Kakuma anticipated – and reports to the Head of Finance and Support Services (HoFSS) based in Nairobi.

### Responsibilities

The main responsibilities of the Operations and Accounts Assistant are:

#### Administration

Make travel arrangements, such as booking flights, cars, and making hotel reservations.

Organizing and managing schedules and calendars for senior-level officers

Reconcile hotel, air tickets & taxi expense reports & requesting for payments.

Support event planning, including sourcing and booking venues, confirming attendance, and preparing materials.

General office management duties to support Nairobi team and wider organisation, ensure all office operations bills/invoices are paid on time.

Ensure functionality of necessary office equipment, repair or replace damaged office equipment.

Maintain inventory of office supplies and manage re-ordering processes.

Managing office supplies and ordering new supplies as needed.

Systematically filing important company documents

### **Accounts**

Support preparing all the right documentation for payment.

Confirm shared costs charge codes for all payment requests before sharing with the Accounts Officer

Assist in processing invoices from suppliers and expense claims.

Assist filing complete hard and soft copy accounts vouchers.

Assist with employee expense reimbursement such as airtime.

Assist in managing and reconciling bank/cash and other balance sheet accounts as well as booking transactions in Maconomy.

Assists prepare and send monthly cash forecast to Nairobi office.

### **Procurement & Logistics (ProLog):**

Assist in conducting market surveys when required and give feedback on market trends.

Assist in ensuring that all procurements are completed on time and updated on DCA's online system (ADMIND).

Assist in preparation of project bid advertisements, bidding documents, evaluation reports, requests for proposals for consulting services, draft contracts, and all other procurement cycle activity documents.

Assist Pro-Log in archiving management.

Assist in tracking monthly country logistics reports.

Maintain updated assets register for DCA Kenya assets.

**Professional Qualifications :**

Bachelor's Degree in Business Administration, Social Sciences in any of these fields:

Administration, Accounting, Social Studies

Certified Public Accountant of Kenya (CPA-K) qualification is desirable.

Knowledge and demonstrated prior experience of administrative, procurement and human resources policies and procedures.

Good communications skills

Computer knowledge (Microsoft Office – particularly MS Outlook, Word & Excel, Teams)

High level of motivation, integrity, and commitment

Excellent planning and organizational skills, and ability to work with minimal supervision

Good team player

Excellent interpersonal skills and ability to manage sensitive and confidential information.

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