

## Project Accountant (Construction)- Church Organisation at Outrival HR Solutions

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

Outrival HR Solutions & Consultancies was established to offer specialized, dedicated and focused Human Resources services to organisations of various sizes and in different industries.

It provides excellence services in Recruitment, Training, Performance Management, HR structuring, HR Policies & Procedures and HR Outsourcing services amongst others.

Outrival HR Solutions & Consultancies is registered and approved by National Industrial Training Authority (NITA) to offer a wide variety of Management and HR related trainings. Our Vision To be the Leading Firm offering Human Resources Solutions and Consultancies in Africa and Beyond. Our Mission To offer Human Resources Solutions to Enhance Organizations' Success and Efficiency. Our Passionate Values Unique Diligence Flexibility Competence

### **The specific responsibilities of the Accountant will include:**

Ensure that the accounting system for construction runs properly in order to process financial information that generate accurate reports. – Maintain the integrity of Ministry construction accounting / finance ERP.

Ensure full implementation of the construction SOPs relating to accounting and ensure that they are routinely updated for relevance as per the ministry goals and relevant accounting standards

Enters or directs the entry and maintenance of accounting records including the labour cost, material costs and other related expenditure in the construction department.

Effectively work with the ministry operation senior accounting to harmonize inter departmental transaction eg accounting for payment done by KSF operations for construction works

Ensure proper management of the Ministry chart of accounts

In liaison with the procurement ensure that the suppliers, Debtors and other relevant stakeholders are properly managed and maintained in the system in an accurate and verifiable manner

Ensure that all projects are properly accounted for and that effective cost control measures have been instituted – give periodic project cost report per item line ie material cost report, Labour cost report etc on regular /on demand basis

Ensure proper accounting of the Work in progress, unused materials (Store management) stock levels especially for fuel.etc

Ensure proper accounting and management of the site asset in liaison with the procurement Manager

Account for inter- site transfer of construction materials

Participate in consultation with the HR in the preparation and Management construction workers payments

Ensure that all applicable statutory deduction all submitted to relevant authorities within the set timelines including but not limited to NHIF, WHT for contractual consultants etc

Ensure that internal and external financial reports are prepared and disseminated within deadlines and actively participate in accomplishment of the external audit exercise

Ensure thorough understanding of all the other ministry accounting operation so as to act as a reliever of the other senior accountant

In charge of the accounting for quarry works in terms of labour cost, deliveries, delivery costs.

Lead, direct, mentor/coach, appraise and supervise the other finance and accounts staff.

Perform any other duties that may from time to time be assigned by the Management in the

line of duty

### **Job Requirements**

Bachelor of Commerce or equivalent

CPA (K)

5 years' experience and above, 2 of which must be in a busy Construction Site.

Good Moral Standing with Christian values

Self driven and result oriented

Financial reporting skills in Construction Industry is a MUST

Good inter-relationship skills

People Management Skills

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