



Mbaazi Close, Off Kingara Road,  
Lavington, Nairobi  
P.O Box 19329-00202 Nairobi, Kenya  
Tel: +254-20-2398724  
Tel/Fax: +254-20-2398723  
e: csa@csakenya.org

## **1. Project Accountant**

**Duty Station: Kiambu**

**Duration: 1-year, renewable contract Roles and responsibilities**

The holder of this position will:

- Support the Finance department in effectively managing the program budget.
- Support the Finance department in accurately phasing the annual budget on quarterly and monthly basis based on the program work plan.
- Monitoring budget to actual expenditures, producing regular and special budget reports, performing various budget analyses, calculating budget adjustments caused by revised programing and advising team program manager and management appropriately.
- Coordinating the preparation and monitoring of budgets for the program as per both internal and external formats, on monthly, quarterly and annual basis.
- Ensure accurate and timely input of financial data to ensure sound financial reporting and management. Reviewing and posting all field staff liquidations in the system.
- Ensure all payment vouchers are well supported, approved invoices, LPOs, requisitions, quotations, and other supporting documents.
- Prompt response to and processing of financial queries from staff, suppliers and partners.
- In close coordination with Field program staff maintains a system to monitor and forecast cash requirements to meet administrative and program expenditures.
- Establishes monthly cash requirements for the field staff and make a timely replenishment.
- Ensuring that the financial policies and procedures are complied with
- Maintain an organized and effective financial filing system for all Finance documents including vouchers.
- Manage the donor reporting timetable for the program/program and ensure reports are produced in a timely manner
- Support and advise other program staff in submitting their reports and accountabilities
- Checking of accountabilities submitted by staff against budget and query of any variances.



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- Understand the donor rules and regulations and ensure all staff and volunteers are following and complying with donor and CSA rules for the grant.
- Support the finance manager to produce high quality monthly management reports, advising on any variances.

### **Key Qualifications & Experience**

- Degree in Accounting, Finance or CPA III.
- 5 years' experience in a similar role – USAID funded program A MUST.
- Excellent communication and interpersonal skills
- Experience of rules and regulations for non-profit organizations; knowledge of USAID financial reporting and USAID procurement procedures
- Adjusts to competing priorities in a fast-paced environment
- Strong organizational skills and time management skills
- Financial and Information Technology Systems - Advanced knowledge of Microsoft Office, Excel particularly. Use of accounting software, Quick books added advantage.
- Ability to work independently as well as in a team environment.

### **How to Apply;**

Written applications including Cover Letter and Curriculum Vitae indicating day-time contact phone number(s) of three references

The application should reach the **Administrative Manager** by not later than **November 17th, 2021** on E-mail: [jobs@csakenya.org](mailto:jobs@csakenya.org)

**The Administrative Manager Center for the Study of Adolescence**

**Mbaazi Avenue, Off Kingara Road, Lavington**

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**No hard copy document will be accepted.**