



## **RE – ADVERTISEMENT !**

### **RE- ADVERTISEMENT - I Position**

**Position:** Project account Assistant – I Position

**Reports to:** Finance officer

**Location:** Blue cross Taita Taveta office- in Voi Town

**Period :** 1 Year

**Blue Cross-Nyatike Community Development Program** is a Christian founded Child, youth and women centered community based organization working in Migori, Homa bay and Taita Taveta Counties with the general aim of reducing the impact of HIV/AIDS, TB/Malaria, poverty and preventable diseases among the targeted communities. The organization currently partners with USAID/PATH , Global Fund through Amref health Africa, KeNaam, Fred Hollows Foundation, EU/KALRO and County Government of Migori and other government structures in its program implementation.

Blue Cross wishes to recruit highly competent, proactive and self driven persons to fill the position of **Project Account Assistant**

#### **Purpose of the position:**

This position is responsible for the Accounting function for Blue cross Nyatike GF TB Project to ensure timely and accurate Financial reporting .

#### **Planning & Budgeting**

- Processing & paying supplier invoices in an accurate and timely manner.
- Ensuring DAI forms are processed and reported
- Ensuring that proper authorization procedures are followed before payments are made.
- Processing & paying staff expense claims in accordance with the organization's policies and procedures.
- Perform monthly bank reconciliations on or before the stipulated deadline.
- Reviewing and monitoring bank balances as well as projecting cash flow needs and requesting bank account refills from head office.
- Petty cash management.
- Payroll support by filing of statutory returns and payment of other payroll deductions to the relevant bodies in an accurate and timely manner.
- Monitor operational costs and advise on cost management.
- Supporting the Kenyan accounts audit process by providing support as may be required.
- Any other duty given by the Finance & Admin officer



### **Qualifications: Education/Knowledge/Technical Skills and Experience:**

- Bachelor /Diploma of Commerce, Economics, Accounting or Finance, Business management/ Administration or related degree
- Minimum Certified Public Accountant (CPA) Part II
- Minimum of 3 years' relevant experience in NGO work
- Professional membership with a recognized body is an added advantage
- Knowledge of quick books, sun or more accounting systems
- High transaction processing speed coupled with demonstrable self-time management skills due to volume of payments handled.
- Has experience in financial processes in the local and international financial Environment, including accounting, reporting, and compliance especially with local (Kenyan) tax laws e.g. VAT Exemption, Withholding tax, etc.
- Experience working with I-tax, NHIF byproduct, and the NSSF portal.
- An intermediate level of knowledge of Excel for reporting purposes as well as a proper knowledge of other MS Office tools for reporting purposes
- Team player and self-driven
- Excellent communication skills
  
- NB: Must have experience working remotely supporting different teams

### **Preferred Skills, Knowledge and Experience:**

- Strong budgetary and financial management and analytical skills.
- Proficiency in written and spoken English.
- The person must be results oriented, able to handle public relations, able to satisfy stakeholders and a team player.
- Good interpersonal, organizational and management skills.
- Integrity, commitment and respect for diversity
- Ability to solve complex problems and to exercise independent judgment.
- Computer literate.
- Experience in working with NGOs
- Experience in reporting to USAID/ GF / EU will be added advantage

### **APPLICATION PROCEDURE**

- 
- If you are up to the challenge, possess the necessary qualification and experience; please send your CV only quoting the job title on the email subject (Finance Assistant – Blue Cross Nyatike) to [procurement@bluecrossnyatike.org](mailto:procurement@bluecrossnyatike.org) on or before **22<sup>nd</sup> May 2023**.

**Kindly indicate current/last salary on your CV**

**N.B: We do not charge any fee for receiving your CV or for interviewing**