



## **JOB ADVERTISEMENT - I Position**

**Position:** Project accountant

**Reports to:** Executive Director

**Location:** Blue cross main office

**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 Accountant**

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

This position is responsible for the Finance & Accounting function in Blue cross Nyatike programs to ensure sound Financial Practices with adequate internal controls are in place.

### **Planning & Budgeting**

- Provide input during the budgeting process for the assigned projects.
- Coordinate the planning and budgeting process to ensure quality and realistic budgets are developed
- Ensure Planning & Budgeting guidelines are adhered to
- Ensure compliance with Donor guidelines and other standards
- Conduct financial analysis for management decision making.
- Develop realistic cash flow forecasts in line with the plans
- Participate in proposal writing and grant budget development.
- Periodically monitor and advice management on budget utilization

### **Financial Reporting**

- Prepare financial data transactions into the Accounting System.
- Prepare and submit accurate project funding requests.
- Prepare bank reconciliation statements monthly
- Prepare financial analyses for management decision making
- prepare and submit accurate and timely financial reports.
- Management of balance sheet accounts



### **Cash Management**

- Ensure safe custody of cash and cheque book
- Ensure maintenance of up to date records of cash disbursement.
- Cash flow management to ensure compliance with target low.
- Maintain an accurate and updated fixed assets register for the Programs/Projects.
- Ensure that assets are properly utilized and safe guarded.

Any other duty as assigned by your supervisor.

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

- Bachelor of Commerce, Economics, Accounting or Finance, Business management/ Administration or related degree
- Minimum Certified Public Accountant (CPA) Part IV
- 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

### **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**

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- Interested candidates to mail or hand-deliver their hard copy applications letters to the undersigned **not later than close of business of Monday 31<sup>st</sup> October 2022:**
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**The Director,**

**Blue Cross Nyatike Community Development Programme**

**P.O Box 50 - 40402, NYATIKE**