



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Grants Assistant- Taxation
REPORTING TO	Grants Manager
DEPARTMENT/PROGRAM/PROJECT	Global Fund Tuberculosis and Malaria Project
PHYSICAL LOCATION	Nairobi

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. For more on Amref Health Africa please visit www.amref.org

BACKGROUND

Amref Health Africa in Kenya with the Funding from the Global Fund is implementing the Malaria and TB grants in Kenya. The malaria project is currently implemented in 10 counties of the malaria lake endemic regions for community case management of malaria and 2 counties of Kericho and Nandi for Malaria in Pregnancy intervention; the implementation is done through 11 SRs. The Global Fund TB grant is supporting the country to implement high-impact initiatives that will maximise investments to make an even greater contribution towards the vision of a world free of tuberculosis. This funding will be supporting, among others, community-based tuberculosis prevention and control interventions across all counties in Kenya through sub granting thirty-eight (38) Civil Society Organizations (CSOs)

Main purpose of job:

Working closely with the Grants Manager and programme implementation team, He/she is responsible for management of Global Fund taxation related activities; preparation of Tax exemption schedules, tracking of tax exemption requests from Amref Health Africa through to KRA, support correspondences and communication with vendors and relevant departments.

Principal responsibilities

KEY AREA	ACTIVITIES
Tax Exemption Management	Preparation of the VAT schedules and master lists and allocating master list numbers
	Prepare and follow-up on General tax exemptions
	Preparation of specific VAT exemption schedules, memos for approvals and submission of the same to MoH
	Preparation and follow up on timely release of the specific tax exemptions from KRA
	Handling correspondence with vendors(Follow-ups and releasing the specific exemptions)
	Handling correspondence with MoH, National Treasury and Kenya Revenue Authority.
Reporting	Representation of Amref at key stakeholder forums
	Preparing the VAT tracker, tracking and compiling summary reports
	Assist in preparing and updating VAT schedules for use by management
Compliance	Handle correspondences and matters in regard to VAT management in consultation with the project teams.
	Ensure compliance to donor regulations and Amref Health Africa policies within the project as well as by implementing partners
Mentorship and Research	Participate in mentoring, monitoring and other SRs capacity building initiatives.
	Provide technical advice and capacity development to Sub recipients to plan, implement, monitor and report on VAT matters consistent with assessed needs above.

KEY AREA	ACTIVITIES
Audit	Assist in internal and external audit and act on VAT audit issues in collaboration with Grants Manager, PIT and finance department.

Required Qualifications

- Bachelor’s Degree in Accounting, Administration, Finance, Commerce or relevant qualification.
- Professional qualification in CPA I or its equivalent.
- ICT proficient, accounting and ERP software
- 3 years’ relevant experience
- Familiarity with tax processes.
- Ability to juggle competing priorities, meet demanding deadlines and work under pressure
- Excellent oral and written communication skills
- Analytical and attention to details
- Good organization, planning and coordination skills
- Problem solving skills
- Team player
- Ability to work under minimal supervision

HOW TO APPLY

Interested, visit our website www.amref.org to view the full Job description. You will be directed to our online portal where you will need to create an account successfully in order for you to be able to submit your application. Please note that you will receive an email confirmation for creation of account and an acknowledgment email upon submitting your application. **Deadline for submission: 25th July 2021.** Please note that only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy