



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Programme Accountant
REPORTING TO	Finance Manager, USAID Imarisha Jamii
DEPARTMENT/PROJECT	USAID Imarisha Jamii
PHYSICAL LOCATION	Nairobi

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 140 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in eight countries in Africa, namely, Kenya, Tanzania, Uganda, Ethiopia, Malawi, South Sudan, Zambia and Senegal. Amref's work in each country responds to local needs and priorities, strengthens existing capacities in communities to have ownership of their health and strengthens the local health systems. An additional eleven advocacy and fundraising offices are located in Europe and North America. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of 'Lasting health change in Africa' and its mission 'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'.

MAIN PURPOSE OF JOB

The position will provide financial support to projects as well as ensure effective utilization of donor funds allocated to the projects. It will also ensure compliance to the various donor rules and regulations thus mitigating risks arising as a result of non-compliance to donor requirements.

MAIN RESPONSIBILITIES

KEY AREA	ACTIVITIES
Financial Reporting	<ul style="list-style-type: none"> Preparation of the Financial Reports for Donors and Management. Assist in preparing monthly, quarterly and annual project performance reports. Assist in preparation of any other ad-hoc Financial Reports to stakeholders.
Budgeting and Budget Monitoring	<ul style="list-style-type: none"> Assist in the development of Proposal Budgets in liaison with the project teams. Assist in preparing the annual budgets in liaison with the project teams. Review of monthly income and expenditure statements with project teams to monitor the budget performances. Carry out periodic review and reconciliations for PR expenditure as well as SR's disbursements, expenditures and fund balances in liaison with the Grants team.



KEY AREA	ACTIVITIES
Financial Audits	<ul style="list-style-type: none"> • Preparation of audit schedules. • Participate in project audits/organizational audits as required. • Provision of audit sample documents in support of the process. • Respond to audit issues and ensure previous audit recommendations are implemented.
Management of Debtors	<ul style="list-style-type: none"> • Maintain up-to-date staff debtor's status through regular staff account allocations. • Monitoring sub grantees status through the grants to partner accounts.
Management of Creditors	<ul style="list-style-type: none"> • Ensure effective and timely processing of invoices or other payments and ensuring compliance to donor rules and regulations. • Review Programme creditors' accounts in the system and reconcile them against creditors' statements. • Respond to supplier queries for the Programme.

Required Qualifications

- Bachelor's degree in Accounting, Administration, Finance, Commerce or relevant qualification.
- Professional qualification – CPA II or its equivalent.
- ICT proficient, accounting and ERP software
- 3 years' relevant experience
- 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? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **December 31, 2021**. 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 has 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.