



VACANCY ANNOUNCEMENT

JOB TITLE	Project Accountant
LOCATION	Nakuru County, Kenya
ORGANISATION DESCRIPTION	<p>North Star Alliance is a young and innovative public private partnership that in the process of scaling from a start-up to a mature entity.</p> <p>Our mission is to provide quality healthcare to mobile workers and the communities they interact with.</p> <p>We focus on high-impact diseases and primary health care, our growing network of clinics provide access to health promotion, prevention, testing and treatment services to mobile and other hard-to-reach populations.</p> <p>Our values are: Integrity, Entrepreneurial spirit, Quality and People matter.</p> <p>We are seeking to recruit a dynamic and self-driven Project Accountant to be based in Nakuru to work in an HIV prevention Care and treatment project.</p> <p>The overall objective of the project is to increase access and coverage for HIV prevention, care and treatment services towards achieving the “90-90-90” targets.</p>
JOB DESCRIPTION	<ul style="list-style-type: none"> • Project Financial record keeping. • Entering various transactions into the accounting system on a daily basis and filing all financial records appropriately in line with the filing system. • Ensuring that Wellness centres are well supplied in a timely manner. • Processing Purchase orders and payments. • Ensuring that all requisite procurement procedures have been followed and the requisite support documentation is available and appropriately filed. • Preparing donor reports and submitting them within the stipulated deadlines. • Preparing internal financial reports (Budget monitoring reports, etc) on a monthly basis by the 13th day of the following month. • Investigate project variances and submit variance reports to management. • Report to management regarding the remaining funding available for projects. • Maintaining the Assets register. Updating regularly and arranging for Assets verification twice a year. • Carrying out bank and other accounts reconciliations and preparing reconciliation statements on a monthly basis by the 13th day of the following month. • Ensuring that all bills and statutory deductions are paid in time to avoid penalties. • Arranging for physical cash counts once a quarter at the centre level. • Ensuring adherence to the financial procedures.



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	<ul style="list-style-type: none"> • Participating in Budget preparation and review. • Maintaining Project records • Compile information for internal and external auditors, as required and respond to any queries raised. • Prepare and submit statutory reports and tax returns related to project on a timely manner. • Receive, review and file project staff time sheets • Prepare the project Payroll. • Close out project accounts upon project completion. • Any other duties as may be assigned by the Finance and Human Resource Manager.
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting or related field. • Certified Public Accountant (CPA). • At least 3 years' experience in project accounting and a good understanding of the health landscape in Kenya would also be desirable. • Working knowledge of USAID funded projects is necessary • Proficiency in electronic accounting systems. • An excellent communicator with strong writing skills.
ADDITIONAL INFORMATION	<p>Position: One-year contract - renewable Location: Nakuru, Kenya Reports to: Finance and Human Resource Manager Start date: Immediately Language: English</p>

If you meet the above criteria, apply online on Email: east.africa.office@northstar-alliance.org on or before **23rd October 2020**. **Only shortlisted applicants will be contacted.**