



VACANCY ANNOUNCEMENT

JOB TITLE	Finance Officer
LOCATION	Uasin Gishu 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 Uasin Gishu 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.



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	<ul style="list-style-type: none"> • Arranging for physical cash counts once a quarter at the centre level. • Ensuring adherence to the financial procedures. • 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. • Maintain project staff records • 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.
<p>QUALIFICATIONS</p>	<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 • Working knowledge of USG and Global Fund funded projects is a must. • A good understanding of the health landscape in Kenya would also be desirable. • Proficiency in electronic accounting systems. • An excellent communicator with strong writing skills.
<p>ADDITIONAL INFORMATION</p>	<p>Position: One year contract - renewable Location: Uasin Gishu, Kenya Reports to: Finance and Human Resource Manager Start date: Jan 2022 Language: English</p>

If you meet the above criteria, kindly submit your application letter (indicating expected salary) and CV online on Email: east.africa.office@northstar-alliance.org on or before **10th December 2021**. ***Only shortlisted applicants will be contacted.***