



RE-ADVERTISEMENT

IDENTIFICATION	
JOB TITLE	Programme Accountant
REPORTING TO	Senior Programme Accountant
DEPARTMENT/PROJECT	Finance Shared Services
DURATION OF CONTRACT	Two (2) years (Renewable)
DUTY STATION	Nairobi, Kenya

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 150 programs which directly reach more than 20 million people across 35 countries in Africa. Headquartered in Nairobi, Kenya, Amref has fully-fledged offices in Ethiopia, Guinea, Ivory Coast, Kenya, Malawi, Tanzania, Uganda, Senegal, South Sudan, and Zambia; eleven advocacy and fundraising offices in Europe and North America; and a staff complement of over 1,500.

Our vision is to bring about *'Lasting health change in Africa'*, and our mission is *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

BACKGROUND

Amref Health Africa in Kenya with, Funding from the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM) 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 Sub Recipients (SRs). The 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 TB. 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).

JOB PURPOSE

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.

PRIMARY RESPONSIBILITIES

KEY AREA	ACTIVITIES
Financial Reporting	<ul style="list-style-type: none"> Preparation of the Financial Reports for Donors and Management. Preparing monthly, quarterly and annual project performance reports.

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	<ul style="list-style-type: none"> Preparation of any other Ad-hoc Financial Reports for management/partners.
Budgeting and Budget Monitoring	<ul style="list-style-type: none"> Development of Proposal Budgets in liaison with the project teams and Senior Programme Accountant Preparing 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 Amref's expenditure as well as SR's disbursements, expenditures and Fund balances in liaison with the Grants team
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"> Ensures effective and timely processing of invoices or other payments and ensuring compliance to donor rules and regulations. Reviewing of the Programme creditors' accounts in the system and reconciling them against creditors' statements.
Other	<ul style="list-style-type: none"> Perform other related duties relevant to this role assigned by the Senior Programme Accountant and/or Senior Finance Manager

REQUIRED QUALIFICATIONS

Education and Professional Qualifications

- Bachelor's Degree in Accounting, Administration, Finance, Commerce or relevant qualification
- Professional qualification - CPA (K), ACCA finalist or their equivalents
- ICT proficient, accounting and ERP software

Required Qualifications and Experience

- Three (3) years' relevant experience
- Global Fund experience will be an added advantage

Skills and Competencies

- 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 **February 03, 2023**. 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. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

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.