

## **Position title: ACCOUNTANT**

The Economic Projects Trust Fund (EPTF), a ministry of the **Navigators Kenya** based in Nairobi is an entrepreneurship development institution whose main goal is to raise Kingdom Minded Entrepreneurs Transforming Communities.

EPTF is looking for a **Committed born again Christian**, aged between 25-35 years, who is able to undertake the duties of an Accountant on a day-to-day basis.

The Accountant will report directly to the CEO.

### **Key Responsibilities**

- The position will be based in Nairobi and the successful candidate will have the responsibility of efficiently running the accounting function of the organization.
- He/she will handle the payment processing and ensure approval.
- The accountant will ensure timely and prompt payment of suppliers.
- Preparation and coding of payment vouchers.
- Assist in the preparation of year-end accounts and support schedules for audit purposes.
- Provide documentation required by auditors, donors and/or project partners.
- Ensure all appropriate support documentation for any cheque payments are adequately filed.
- Liaise regularly with bank and creditors
- Handle the posting of accounting transactions and processing of financial data in accordance with the internal policies.
- He/she will ensure that accurate and timely budgetary position is presented to program managers to assist them in decision making.
- The accountant will monitor expenditure against budgets and report significant variances.
- Assist in the preparation of annual budgets.
- Responsible for the preparation of financial statements.
- Maintenance of petty cash
- Provide financial reports on a regular basis to the CEO
- Provided information on cash in hand and statutory on the bank accounts for all currency, upon request.
- Advise the management on the payroll statutory deductions and remittance of the same.
- Liaise with the credit department debt Management

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## Qualifications, Experience and Requirements

The ideal candidate will possess the following:

- Be a committed Christian who is diligent, honest and above reproach. He/She should be committed to growth in Christian maturity.
- Have a minimum of 2 years post graduate experience in a similar position and preferably in the NGO Sector.
- Have a recognized university degree or equivalent in (Finance or Accounts option).
- Be a Certified Public Accountant.
- Have Experience in computerized accounting systems.
- Good communication and presentation skills.

### Remuneration

An attractive remuneration package will be negotiated with the right candidate and will be commensurate with experience and qualifications.

### Deadline for application

To apply, send your CV highlighting relevant experience, a daytime phone contact, email address, and the names of three professional referees by **23<sup>rd</sup> April 2010 to:**

[info@eptf.org](mailto:info@eptf.org) or [annie@eptf.org](mailto:annie@eptf.org)

*Only short listed candidates will be contacted.*