

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Project Accountant

REPORTS TO: Programme Finance Coordinator

STAFF REPORTING TO POSTHOLDER: None

LOCATION: Nairobi with regular field travel (15%)

DURATION & HOURS: Full-time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The Project Accountant is responsible for managing and overseeing all financial transactions and payments within the organization. This role ensures that financial disbursements are accurate, compliant with organizational policies and donor requirements, and are processed in a timely manner. The Project Accountant plays a key role in maintaining financial records and supporting the organization's overall financial management.

KEY TASKS AND RESPONSIBILITIES

▼ **Payment Processing:**

- Review and process payments, including vendor invoices, employee reimbursements, grants, and other financial disbursements.
- Ensure accuracy and completeness of payment requests and supporting documentation.
- Verify compliance with organizational policies and donor regulations for all payments.

▼ **Financial Recordkeeping:**

- Maintain accurate and organized financial records related to payments, including invoices, receipts, and payment vouchers.
- Post financial transactions to the general ledger and ensure reconciliation of accounts.

▼ **Vendor Management:**

- Communicate with vendors and suppliers regarding payment-related inquiries and issues.
- Maintain vendor files and ensure timely and accurate payments to vendors.

▼ **Expense Reports and Reimbursements:**

- Process employee expense reports, verifying receipts and compliance with expense policies.
- Prepare and issue reimbursements to employees in a timely manner.

▼ **Budget Alignment:**

- Ensure that payments are aligned with approved budgets and project-specific financial plans.
- Collaborate with program and project managers to address budgetary discrepancies or issues.

▼ **Compliance and Reporting:**

- Ensure compliance with financial regulations, organizational policies, and donor requirements for all payments.
- Prepare and submit financial reports related to payments as required by donors or management.

▼ **Cash Flow Management:**

- Monitor cash flow to ensure sufficient funds are available for payments.
- Assist in forecasting and managing cash reserves as needed.

▼ **Bank Reconciliation:**

- Perform regular bank reconciliations to ensure accuracy and integrity of financial data.
- Investigate and resolve discrepancies in a timely manner.

▼ **Audit Support:**

- Assist with internal and external audits by providing documentation and explanations related to payments and financial transactions.
- Implement audit recommendations as necessary.

Others;

- ▼ Facilitate grant and statutory audits by preparing audit schedules, and addressing issues raised during the audits.
- ▼ Participate in quarterly planning and progress meetings.
- ▼ On a periodic basis, deputise the Programme Finance Coordinator in his/her absence.
- ▼ Form part of, the Farm Africa Kenya Country Team and contribute to the overall development of the Farm Africa mission.
- ▼ To participate in national and global Finance Team meetings.
- ▼ To complete an annual appraisal with the Programme Finance Coordinator.
- ▼ To participate in workshops organised by the Farm Africa Kenya/UK offices.
- ▼ Undertake any other tasks as requested by the senior team.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Bachelor's degree in finance, accounting, or a related field.	Excellent understanding of internal controls
Professional qualification in Accounting/ Finance (CPA/ACCA finalist)	Strong analytical, presentation, communication and problem-solving skills.
Experience	
Proven experience as an accountant or payments accountant, preferably in an NGO or nonprofit setting.	Experience in planning, budget preparation and monitoring
Experience in payroll processing and filing of statutory returns	Strong knowledge of accounting principles and financial regulations.
Proficiency in financial software and accounting systems. SUN Systems proficiency is highly preferred.	

Skills & abilities	
Ability to work independently and collaboratively as part of a team.	Computer literacy, including proven experience with excel & word processing and spreadsheets.
Integrity and straightforwardness	Willingness and ability to travel outside work station.
Excellent organizational and time-management skills.	Attention to detail and high level of accuracy in financial transactions.

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

HOW TO APPLY:

If interested in this role, please apply via this link

<https://www.brightermonday.co.ke/listings/project-accountant-9jmrvx>, so as to be received by **Thursday 18th January 2024.**

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).