

## Accountant - Southern to confirm

Location: [Africa] [Kenya]

Town/City: Pwani Sub Branch (Mombasa)

Category: Finance

Job Type: Fixed term, Full-time

Job Title : Cluster Accountant

Reporting to : Cluster Manager

Grade Level : 14

Work Location : Various

### **Purpose of Position**

To provide overall finance and accounting services to the cluster ensuring sound Financial Practices and adequate internal controls in line with WVK policies, Systems and Procedures.

### **Major Responsibilities**

#### **Financial Reporting and Analysis, 25%**

- Post financial data transactions into the accounting system.
- Consolidate and submit accurate project funding requests.
- Ensure timely preparation and review bank reconciliation statements.
- Prepare and consolidate accurate financial analysis for management decision making.

- Prepare Core/Logframe Combined Financial Reports.
- Ensure timely review and recording of Employee Expense Reports.
- Ensure timely review and reconciliation of the balance sheet items.
- Consolidate periodic Cluster compliance reports.

#### **Planning, Budgeting & Budgetary control, 15%**

- Prepare accurate Program budgets
- Ensure accurate and quality budgets are uploaded into existing databases and systems.
- Ensure compliance with grant guidelines and other standards
- Participate in proposal writing and grant budget development.
- Conduct financial analysis for management decision making.
- Monitor and timely communicate changes on Project Budget and Actuals System (PBAS) commitment.
- Develop realistic cash flow forecasts in line with the plans.

#### **Risk Management, 15%**

- Ensure Finance and administration risks for the Cluster are identified, recorded in Riskconnect and mitigation measures put in place.
- Provide timely support and coordination to all Finance and Accounting related internal and external audits
- Ensure timely implementation of Finance and Accounts audit recommendations in the Cluster

- Ensure adherence to internal controls and WVK Policies as relates to Finance and Administration are adhered to by all staff in the region and any non-adherences are noted in a timely manner for correction and process improvement
- Ensure timely production and review of monthly report to address any variances in a timely manner.

#### **Cash Management, Payments and Coordination, 10%**

- Ensure maintenance of up to date records of cash disbursement.
- Cash flow management to ensure compliance with target low.
- Ensure timely supplier invoice payment and staff disbursements.
- Coordination of all accounting functions in the cluster.
- Provide technical support and leadership to staff within the Cluster.

#### **Office Administration, 10%**

- Ensure that the Cluster is safe for occupation as per OSHA requirements and regulations.
- Coordinate facilities management at the Cluster office by supervising outsourced service providers including security and janitorial services
- Ensure equipment are properly maintained and operated optimally.

#### **Asset Management, 10%**

- Ensure assets are properly tagged and recorded in the asset register and in Sunsystem within the Cluster.

- Support the Programs in asset acquisition, management and disposal.
- Liaise with the security department and the cluster office driver to ensure motor vehicles are used as per WVK policies.
- Review motor vehicle summary reports from the cluster driver on a monthly basis to ascertain proper usage and efficiency.
- Consolidate and review the Cluster asset register and share with Regional Office on quarterly basis.
- Ensure accurate information for fleet, real estate and insurance is provided to the RO annually for updating Real Estate and Assets Management (REAM) portal.

#### **Local partners' capacity building, 10%**

- Conduct financial assessment of potential local partners.
- Build financial management capacity of local partners for competence and risk reduction
- Review MOUs and funding agreements to ensure soundness.
- Ensure timely funding of the local partners
- Review financial reports and transactions
- Monitoring the local partners to ensure compliance and for process improvements

#### **Any other Duty assigned by supervisor or designee 5%**

- Perform any other duty as may be assigned by supervisor or designee from time to time
- Participate and contribute in committees and task forces as required.

### **Knowledge, Skills and Abilities**

- Bachelor of Commerce, Economics, Accounting or Finance, Business management/ Administration or related degree
- Minimum of 4 years' relevant experience.
- Fully qualified Accountant – CPA (K).
- Knowledge of Sun system is an added advantage.
- Ability to lead a multi-cultural team with an empowering and outcome oriented approach.
- Proficiency in written and spoken English.
- The person must be results oriented, able to handle public relations, able to satisfy stakeholders and a team player.
- Good interpersonal, organizational and management skills.
- Integrity, commitment and respect for diversity.
- Computer literate.