

## Accountant - Global Fund Malaria

Location: [Africa] [Kenya]

Town/City: Matete

Category: Finance

Job Type: Open-ended, Full-time

**You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted**

Job Title : Accountant – Global Fund Malaria

Reporting to : Cluster manager

Grade Level : 13

Work Location : Matete

### **Purpose of Position**

To provide financial technical support to the Global Fund Malaria Project ensuring prudent cash management, timely payments, cash disbursements and timely Reporting in line with the donor and WVI policies.

### **Major Responsibilities**

#### **Financial Reporting and Analysis**

- Post financial data transactions into the accounting system.
- Consolidate and submit accurate project funding requests to PR.

- Ensure timely preparation and review of bank and M-Pesa reconciliation statements.
- Prepare and consolidate accurate financial analysis for management decision making.
- Prepare and submit Project Financial Reports as per donor requirement.
- Ensure timely review and recording of Employee Expense Reports.
- Ensure timely review and reconciliation of the balance sheet items.
- Consolidate periodic Cluster compliance reports.

### **Processing of financial payments**

- Ensure timely processing of payments to service providers
- Timely facilitation of staff with advance requests for smooth operations
- Review M-pesa requests from the various requesters for completeness of documentation.
- Validate M-pesa requests using Safaricom portal, make necessary corrections in liaison with the requestors
- File the final payment reports from Safaricom portal

### **Financial management and staff support**

- Manage and address service providers queries with regards to payments
- Process petty cash requests as needed
- Analyze and submit exempted taxes (VAT) for refund based on Global Fund guidelines.
- Build capacity of staff and service providers on payment system requirements and changes.

- Prepare timely cash request for submission to the donor
- Timely and accurate booking of received income

### **Reconciliation of Balance Sheet Accounts**

- Undertake reconciliation of receivable and payables accounts for the program:
- Constantly monitor balance sheet account balances
- Follow up for timely accounting and facilitate booking of staff advances.
- Match transaction amounts in the balance sheet accounts
- Prepare monthly reconciliation statements for the balance sheet accounts.

### **Asset management and Administration**

- Ensure Project assets are properly tagged and recorded in the asset register and in Sunsystem within the Cluster.
- Support the Project in asset acquisition, management and disposal as per donor requirement.
- Liaise with the security department and the project driver to ensure the motor vehicle is used as per WVK policies.
- Review motor vehicle summary reports from the project driver on a monthly basis to ascertain proper usage and efficiency.

### **Risk Management**

- Identify risks associated with the role for inclusion in Riskconnect and advice on mitigation measures.

- Support grant project audits according to the donor requirements.
- Respond to queries on a timely and accurate manner.
- Support timely implementation of findings and recommendations from audits and various accountability mechanisms
- Ensure the grant operate within WV internal control systems to mitigate risks and ensure accountability.
- Actively participating in project start up workshops to ensure financial aspects of project are fully understood.

#### **Others**

- Perform any other duties as assigned by the supervisor or designee

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

- Minimum 4 years of relevant accounting experience
- Demonstrated ability to work under minimal supervision
- Experience in electronic payments and mobile money transactions
- Advanced excel and analytical skills
- Minimum of a Bachelor of Commerce in Accounting/ Finance, Economics or Business related field from a recognized university
- Professional qualifications in CPA (K) or ACCA finalist
- Practical experience of using SUN system accounting Software is preferred

- Knowledge and experience in ERP.
- Experience working for an INGO is preferred
- Knowledgeable on Global Fund grant financial management is an added advantage