



Strengthening Community Partnership and Empowerment

• Biashara Street/Arcade Building • P. O. Box 1649-80108 Kilifi/Kenya • Website: www.scope-kenya.org
 • Telephone: +254(0)41752 2419, +254(0)727950 128/721 840 989 • Email: info@scope-kenya.org, scope@scope-kenya.org

JOB TITLE: Accounts & Admin Officer	
DEPARTMENT:	LOCATION:
Finance	Coast Region
<p>JOB PURPOSE: Provide Accounting & Admin services and ensure all finance and admin matters are effectively linked to enhance programme performance. Reports to Executive Director on summary of imprest requests and returns from Project staff on their project expenditures and returns</p>	
<p>SCOPE is a Non-Governmental Organization established in 1999 and registered under the NGO Coordination Act in 2008. The headquarters are in Kilifi town, with satellite offices in Kwale, Mombasa and Tana River. The organization’s mission is to promote innovation, education and participation by all, through partnerships, networking and advocating for good health and sustainable livelihoods at local and national level” SCOPE’S main focus is towards ensuring that the most vulnerable in society are empowered to embrace better livelihoods. SCOPE’s vision is “an empowered, healthy and harmonious community</p>	
BUDGET RESPONSIBILITY: Projects & Admin	
<p>JOB DIMENSIONS: <i>Staffs operating at this grade range are required to take responsibility for planning their work according to the monthly accounting timetable, and grant reporting dates - liaising with their line Manager where there is any clash of priorities.</i></p> <p><i>The member of staff will provide financial or administrative support and advice to members of the Programme as required.</i></p> <p><i>Accountant will carry out detailed analysis of financial data and will usually have work reviewed before onward transmission to PIs or Donors.</i></p> <p><i>At this grade staff may require assistance with how some transactions are to be treated.</i></p> <p><i>This member of staff will show leadership to more junior members of the team.</i></p>	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Responsible for all book keeping including petty cash management, Monitoring and authorizing Petty Cash expenses and reimbursements, staff imprest and advances and daily Pastel/QuickBooks postings • Proper book keeping, budget preparation and monitoring and implementing relevant internal controls • Preparing and updating monthly and quarterly financial reports • Analyzing and presenting financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements to the Finance Manager and Executive Director • Complete bank reconciliations as required and manage organizational cash flow and forecasting • Complete balance sheet reconciliations as assigned • Monitor and report on KPI’s on Balance sheet reconciliations and Accounts payable monthly plus producing monthly management reports for Accounts Payable • Prepare income and expenditure projections and variance analyses • Initiate online supplier payments and any others as may be required • Prepare monthly payrolls and ensure remittance of statutory deductions • Accurate computation of taxes owed and preparation of tax returns, ensuring compliance with payment, reporting and other tax requirements <ul style="list-style-type: none"> • Manage client records as well as their accounts • Coordination with courier companies and delivery of all packages • Maintaining Fixed Assets and Inventory Register • Ensure proper Fixed Assets records are kept: Purchases/Additions, movement & disposals and Asset Register updated • Ensure all new assets are properly tagged before they are dispatched to users <ul style="list-style-type: none"> • Keeping a steady and up to date filing system (both manual and electronic). • Process any Purchase to Pay journals and recharges <ul style="list-style-type: none"> • Updating and implementing all necessary business policies and accounting practices; improving the finance department’s overall policy and procedure manual. • Assist in changes to the processes and procedures if additional controls become required • Coordinating and leading the annual audit process, liaising with external auditors and assess any changes necessary. 	



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- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization expands
- Cover the role of the Accountant as required

SKILLS AND COMPETENCE:

- A Bachelor's degree in Business or a related field is preferred
- Part professional accounting qualifications - CPA II or ACCA equivalent
- Proficiency in Ms Office applications
- At least 3 years of wide ranging work experience in a finance office
- In-depth knowledge and experience in computerised accounting systems
- Excellent Customer care and external partners service skills
- Must be a team player and has ability to meet deadlines
- Ability to meet assigned deadlines, support team members & uphold team spirit
- Should be a person of Integrity and high level of professionalism
- Experience working in donor funder projects is an added advantage
- Good communication and interpersonal skills
- Fluent in English – written and spoken

Skills / Attributes that are highly advantageous

- Previous audit experience
- Wide experience of computing systems
- Leadership qualities
- Honesty & Integrity

ANY OTHER INFORMATION:

How to Apply

Please send your CV only quoting the job title on the email subject (Accounts & Admin Officer) to info@scope-kenya.org before 22nd March, 2017.

Kindly indicate current/last salary on your CV. Ladies are encouraged to apply. Only applicants meeting the strict criteria outlined above will be contacted as part of the short listing process.