



KENYA WATER FOR HEALTH ORGANIZATION **(KWAHO)**

EMPLOYMENT OPPORTUNITIES AT KWAHO

Kenya Water for Health Organization (KWAHO) seeks to recruit for the positions of the **Chief Accountant** and the **Administration Officer/Executive Secretary**.

KWAHO is a registered national NGO facilitating various communities and institutions in Kenya to have access to safe water, sanitation and Hygiene promotion for improved health and economic well-being. Currently KWAHO is implementing a wide array of projects that cut across various counties traversing from Nairobi's informal settlements, to Nyanza, Western, Rift Valley, Eastern and Coast counties.

I. Chief Accountant:

Reporting to the Executive Director, the Chief Accountant's specific duties and responsibilities will include;

1. Accounting Management

He/she will be responsible for co-ordinating the management of all bank and cash transactions from and to the bank accounts in order that programme activities can be carried out efficiently. This involves the following tasks:

(a) Cash flow & Bank reconciliation Management

To ensure that both bank and cash records are updated daily, closely and ensure all cheques and cash received are banked immediately, following up and acting on discrepancies and any problems that may arise.

(b) Management of Advances, Assets Register, per diems and Floats

- Ensure that laid down procedures are followed in respect of travel floats, per diems, etc.
- To ensure that all recoveries in respect of advances, floats, mileage etc owed by staff members are appropriately accounted for and recovered.
- To ensure that all organizational assets are recorded in an asset register that is kept up to date at all times.

(c) Petty Cash Management

- To ensure that a complete and accurate record of all petty cash transactions is maintained at all times; that expenditure of petty cash is fully monitored; and that requests for replenishment are made in a timely manner, when required.

- Ensure that all financial documents including vouchers and invoices are appropriately reviewed, approved and filed in a safe place for at least 7 years.
- Ensure that any cash received is banked immediately
- Ensure a reasonable amount of petty cash commensurate with the level of transactions of KWAHO is maintained and accurately recorded

(d) **Cheque payments and invoices management**

- To process cheque payments ensuring that invoices are thoroughly checked and cheques together with payment vouchers raised are appropriately approved and filed in a safe place for at least 7 years.
- The payments are to be recorded accurately reflecting the correct information and amount paid.
- Maintain a log of all cheque payments made including names of suppliers.

(e) **Discrepancies in bank balances**

Inform the ED of any major discrepancies or problems involving cheques overdue, cash count, assets and returns and assist in resolving relevant issues/problems.

(f) **KWAHOs core standards**

- Ensure that Financial, HR and Administration manuals in place are maintained, updated and brought to the attention of all staff.
- To ensure that KWAHO core standards of ethics, safety, accountability and procedures are met and/or adhered to in accordance with KWAHO manuals, policies and systems.

(g) **Budget & expenditure monitoring**

- To manage and monitor the expenditure and budgets of KWAHO, especially in relation to donor-funded programmes.
- Provide general support to the Programme team including helping them in preparing and monitoring programme budgets
- Attend Programme Management meetings to provide professional advice and support for a prudent financial management of programmes.

2. Financial Management Information Systems & Procedures

The Chief Accountant will be responsible for maintaining computerised financial systems including SAGE PASTEL accounting and Payroll packages designed for KWAHO. This will include the following responsibilities:

- (a) Maintaining up to date financial records
- (b) Manage donor funding and programme budgets

- (c) Ensure that all financial information is accurately uploaded into the finance system in a manner that allows reports to be produced to the Board and other stakeholders.
- (d) Proposing and implementing agreed improvements of financial and administration systems and procedures.

3. Donor Contract Management

The Chief Accountant is required to have a thorough knowledge of UN Financial reporting systems. He/she will also be required to provide specialised financial support in relation to the effective attainment of programme objectives and to work with Project Managers in the compilation of timely, quality financial reports for a range of donors. This will involve:

- a) Compiling and reviewing with the relevant Programme personnel all donor financial reports as required, ensuring that they are accurate, of high quality and meet donor requirements
- b) Monitoring donor reporting schedules to ensure financial reports are prepared in a timely manner and synchronised with programme reports.
- c) Supporting programme personnel in any discussions with donors requiring financial inputs and/or contract amendment
- d) Providing support to programme personnel in the preparation of donor budgets and reports in appropriate formats as required
- e) Liaising with external auditors for donor reports, following up and resolving audit queries and issues.

Qualifications, Skills and Experience:

- A Bachelors degree in Finance or Commerce with an Accounting Option from a recognised university
- Be a Certified Public Accountant – CPA K
- At least 5 years experience in an NGO handling donor funded projects- budgeting and reporting
- Excellent knowledge and ability to use modern, advanced and computerized accounting systems especially SAGE PASTEL
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Ability to monitor cash flows and trends.

II Administration Officer/Executive Secretary:

Reporting to the Executive Director, the Administration Officer/Executive Secretary's specific duties and responsibilities will include;

1. Performing the organization's administrative functions such as providing front office public relations for the organization.
2. Maintaining an up-to-date information systems and databases as appropriate.

3. Being in charge of personnel issues such as staff records, working closely with the Programmes Accountant to furnish the Government with all statutory deductions i.e. NSSF, PAYEE and NHIF.
4. Designing and implementing communication systems between the Executive Director and the rest of the staff and between the Executive Director and the board and ensuring that exchange of information among the different departments is up-to-date.
5. Processing of information and drafting of routine standard correspondence, e-mails, faxes and being responsible for scheduling the activities of the Executive Director in an efficient manner.
6. Receiving all in-coming mails and ensuring that proper routing of the mail to appropriate officers is done.
7. Attend meetings involving the Executive Director and take minutes of such meetings as well as preparing regular briefs for the Executive Director on the activities of the organization.
8. Provide Administrative support during KWAHO seminars and workshops when appropriate.
9. Being responsible for the custody of all property in the office of the Executive Director and originals of all contracts, proposals, reports and other essential materials.
10. Together with the Executive Director, draw up capacity development programme of Human Resources capital for KWAHO including recruitment and appointment of staff, confirmations, training, promotions, staff discipline, upgrading etc;
11. Control stationery, Computers, Telephone, fax emails, equipment, vehicles, motorcycles and related utilities.
12. Perform any other duties that may be assigned to her by the Executive Director and/or any other persons duly authorized by the Executive Director.

Qualifications, Skills and Experience:

- Degree in Business Administration/Secretarial Studies or other related field from a recognized university;
- Minimum 2 years experience as an Administration Officer or Executive Secretary to the Executive Director, preferably in an NGO.
- Excellent knowledge and hands on working experience in operating Ms Office Suite;
- Confident, excellent communication and presentation skills;
- Excellent typing skills, keen on initiative and creativity;
- Flexible with ability to multi-tasking;
- Good organizational and planning skills;
- Excellent interpersonal skills with good relationship building skills
- Experience in project management will be an added advantage

If you feel you meet the above criteria, please send your application indicating the position you are applying for on the subject line with detailed curriculum vitae,

names, addresses of three work-related referees including emails and a telephone contact to:

The Executive Director, Kenya Water for Health Organization,
Off Dunga Road, National Water Corporation Compound, Industrial Area,
P O Box 61470 00200, NAIROBI or by email to jobs@kwaho.org

The closing date for applications is Friday, August 19th, 2011