

OGIEK PEOPLES'

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DEVELOPMENT PROGRAM(OPDP)

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May 30, 2018

Job Vacancy for Accountant at Ogiek Peoples' Development Program (OPDP)

OPDP, a Non-Governmental Organisation (NGO) invites applications from qualified Kenyans for the following position:

Responsibilities for the Accountant Job

- Preparation of budgets.
- Financial analysis
- Verification of payment vouchers
- Cash flow control
- Cost analysis
- Preparation of final and statements
- Maintenance of accounting books
- Reconcile financial information by collecting and analyzing accounting information.
- Make sure that all supporting documentation are prepared and filed according to OPDP procedures and guidelines. Summarize current financial status by collecting, analyzing information, preparing balance sheet and other financial reports. Maintain accounting controls by preparing and recommending policies and procedures. Provide support to the project staff by ensuring cost effective utilization of resources
- Monitor project expenditure to ensure they are in line with donors' agreements and prepare donor financial reports
- Monitor projects expenditure against the budgets and provide frequent feedback to the project managers and project staff on budget matters
- Prepare cash payment by verifying documentation and requested disbursements. Review expense reports (travel expense reports and operational expense reports) for accuracy and completeness and ensure that expense reports have been fully approved before payment
- Prepare management accounts for Board Use
- Other duties as assigned by the Executive Director or Programmes Officer

Accountant Job Qualifications:

- Possess a Bachelor Degree in Commerce (Accounting option), or be in possession of a degree from a university recognized in Kenya majoring in fields relevant to the Accounting Function such as Finance and Economics
- Have passed CPA II and above;
- Three (3) years relevant experience.
- Computer literacy and proficiency in Microsoft office packages and accounting programs such as Quick Books. **Experience with use of Quick Books is A MUST**
- Good communication, data analysis, report writing and presentation skills.

The engagement for this position will be for an initial contract of one year that is renewable subject to availability of funding and exemplary performance.

Any form of canvassing shall lead to automatic disqualification.

How to Apply:

Interested and qualified individuals should send their application letters with copies of academic and professional certificates and copy national identity card by 10th June, 2018 to the organization email clearly written on the subject “Application for Accountant Job” to opdp@ogiekpeoples.org

The applicant’s should provide at most 3 referees in their CV.

For more details on the above job description and profile, please refer to OPDP website www.ogiekpeoples.org

OPDP is an equal opportunity employer. Potential candidates from marginalized communities and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to avail their original and copy of application letter, Curriculum Vitae, certified copies of the relevant certificates; national identity card; and a certificate of Good Conduct.