

VACANCY: ACCOUNTS ASSISTANT

POSITION: Accounts Assistant

TERM: 1 Year Contract (Renewable)

Location: Based in Nairobi, Kenya

ABOUT THE ORGANIZATION

The Health and Workforce Training & Research Kenya (HETARK) is a Non-Governmental Organization registered and operating in Kenya since 2008, focused on health systems strengthening projects in Africa.

Our vision is to transform health service delivery by promoting health research and information technology innovations, while our mission is to implement sustainable interventions that strengthen health systems in Africa.

ACCOUNTS ASSISTANT - Job Description

We are looking for a motivated Accounts Assistant who is exceptional on attention to detail, excellent in communication and time management skills. You should be thorough, accurate, and honest with good bookkeeping skills. You should be trustworthy, efficient, and organized.

The Accounts Assistant will support the accounting functions on the following:-

1. Receiving of invoices from suppliers and utility bills;
2. Preparing of payment vouchers - with supporting documentation- including statutory payments;
3. Data Entry – Updating the ledger by recording transactions into Quickbooks;
4. Carrying out the bank reconciliations on Quickbooks;
5. Proper filing of the Documentation;
6. Preparing management financial reports for internal use;
7. Assisting with audits, fact checks, and resolving transaction discrepancies;
8. Handling communications with vendors via phone, email, and in-person;
9. Providing general support to the Accounts Department

Accounting Assistant Requirements:

To be a successful Accounting Assistant, you should have an understanding of basic Accounting principles and proficiency with computers and software, such as MS Excel or Quickbooks.

- Associate Degree in related field; Over two (2) years' experience in financial accounting work experience.
- Professional education, experience, or additional certifications and licenses may be required.

- Proficiency with computers and bookkeeping software, strong typing skills.
- Exceptional time management and verbal and written communication skills.
- Familiarity with basic accounting principles.
- Professional manner and a strong ethical code.
- Ability to multitask and remain motivated and positive.
- Commitment to working efficiently and accurately.
- Good analytical and problem-solving skills
- Team player who is highly committed

HOW TO APPLY:

Apply by sending your CV, copies of your academic and relevant professional certificates strictly through the e mail address “info@healthresearchkenya.org” addressed to The Operations Manager. Applications to reach us not later than Thursday 25th January 2024.

Only shortlisted candidates will be contacted.

Job disclaimer and notification: HETARK is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates.