

VACANCY ANNOUNCEMENT

Position: Accountant
Reporting to: Executive Director
Duration: (12 months, renewable)
Location: Mombasa Office

Job Summary

Haki Centre Organization (HCO) is a Kenyan civil society organization working to promote justice through rights education and advocacy, peacebuilding, socioeconomic interventions, and legal empowerment. We are looking for a diligent and resourceful accountant to join our finance team. The accountant will be responsible for maintaining accurate and reliable financial records, preparing financial reports, and ensuring that internal controls are adequate and effective. The ideal candidate will have a strong understanding of accounting principles, excellent analytical skills, and the ability to work collaboratively to ensure compliance and accountability to our stakeholders.

Responsibilities

- Ensure proper documentation and accurate recording of financial transactions.
- Maintain strong and adequate internal control systems.
- Ensure compliance with accounting standards, regulations, and internal policies.
- Monitor budget performance and provide variance reports.
- Ensure accurate payroll processing and reporting.
- Support internal and external audits by providing necessary documentation and financial data.
- Conduct monthly bank reconciliations and monitor cash flow.
- Assist in budgeting, forecasting, and financial planning activities.
- Conduct financial analysis to identify trends, opportunities, and risks.
- Collaborate with cross-functional teams to support organisational goals and initiatives

Qualifications

- Bachelor's degree in accounting, finance, or related field.
- CPA is desirable but not mandatory.
- At least 2 years of work experience in a similar role in the NGO sector.
- Strong knowledge of accounting principles, standards, and regulations.
- Proficiency in QuickBooks, ERP, and advanced excel skills.
- Excellent analytical and problem-solving skills.
- Strong knowledge of GAAP/IFRS.
- Excellent attention to detail and problem-solving abilities.
- Strong communication and interpersonal skills.

If you meet the above qualifications, please send your application to the Executive Director through jobs@hakicentre.org, copying procurement@hakicentre.org. Applications can also be dropped off physically at our offices located at Msaada Avenue off Tom Mboya Road, Tudor, Mombasa, by October 15, 2024.

Please note that HCO has zero tolerance for sexual exploitation and abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the PSEA Code of Conduct and child safeguarding policy at all times (both during work hours and outside work hours). Familiarization with and adherence to PSEA policy is an essential requirement of all staff, in addition to related mandatory training. As part of your application, please include a self-declaration confirming that you have never been subject to sanctions (disciplinary, administrative, or criminal) arising from an investigation in relation to SEA.