

**CAREER OPPORTUNITY**

**POSITION: SENIOR ACCOUNTANT**

Africa Harvest Biotech Foundation International (Africa Harvest) is an International Non-Governmental Organization with Headquarters in Nairobi, Kenya working with rural communities across Kenya & Africa to address challenges of food, nutrition, and income insecurity by streamlining agricultural value chains.

Our Mission is to disseminate appropriate innovative agricultural technologies and institution approaches through the whole value chain to improve the livelihoods of rural communities.

Africa Harvest wishes to invite competent and dedicated individuals to apply for the role of **'Senior Accountant'**.

<b>JOB TITLE: SENIOR ACCOUNTANT</b>	
<b>TEAM/PROGRAMME:</b> Finance	<b>LOCATION:</b> Nairobi.
<b>REPORTING:</b> Finance Manager	<b>CONTRACT LENGTH:</b> (3 years) subject to annual performance evaluation and availability of funds
<p><b>ROLE PURPOSE:</b></p> <p>The Senior Accountant is responsible for overseeing all aspects of financial management with a primary focus on donor reporting, ensuring transparency, accuracy, and compliance with donor-specific requirements. The role includes managing budgeting, financial reporting, cash flow, asset management, statutory compliance, payroll processing, and supporting internal and external audits. This position ensures the financial health of the organization while maintaining strong relationships with donors through clear, accurate, and timely reporting.</p> <p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>1. Budgeting and Financial Planning</b></p> <ul style="list-style-type: none"> <li>• Lead the development, monitoring, and management of the organization's annual budget in collaboration with program and project teams, ensuring proper allocation of resources and adherence to financial objectives.</li> <li>• Provide accurate financial forecasts and monitor spending to ensure alignment with the approved budget, implementing corrective measures where necessary.</li> </ul> <p><b>2. Cash Flow and Asset Management</b></p> <ul style="list-style-type: none"> <li>• Oversee the preparation of cash flow forecasts and monitor cash inflows and outflows to ensure adequate liquidity and effective cash utilization for operational needs and donor funding requirements.</li> <li>• Manage organizational assets, ensuring accurate tracking, proper documentation, and compliance with internal policies, including regular updates to the asset register and asset movement records.</li> </ul>	

### **3. Donor Reporting and Compliance**

- Oversee the preparation of donor-specific financial reports, ensuring all reports are accurate, timely, and compliant with donor agreements and funding requirements.
- Ensure financial transparency by providing detailed reports on the use of donor funds, including budget adherence, spending progress, and any discrepancies, in line with donor contracts and regulations.
- Maintain a strong understanding of donor guidelines, ensuring that all financial transactions are properly documented and in compliance with donor reporting formats and timelines.

### **4. Financial Reporting and Analysis**

- Prepare monthly, quarterly, and annual financial reports, providing senior management and the board with insights into the organization's financial position, variances, and key performance indicators.
- Conduct detailed variance analysis, identifying discrepancies between actual spending and budgets, and preparing explanations and recommendations for corrective actions.

### **5. Audit and Internal Controls**

- Manage internal and external audit processes, working with auditors to ensure compliance and timely audits of the organization's financial records and operations.
- Develop and implement action plans to address audit findings and ensure continuous improvement of internal controls and financial processes.

### **6. Payment Management**

- Oversee the processing of ordinary payments, including supplier invoices and operational expenditures, ensuring payments are made according to contractual obligations and within the organization's financial policies.
- payroll processes, ensuring timely and accurate salary disbursements, calculation of statutory deductions, and compliance with tax laws and regulations.

### **7. Document Management**

- Ensure proper maintenance, organization, and archiving of all financial documents, including donor agreements, invoices, receipts, and financial reports, to support audits and regulatory compliance.
- Implement an effective document management system for easy retrieval and secure handling of sensitive financial information.

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, or a related field; Master's degree or professional certifications (e.g., CPA, ACCA) preferred.
- A minimum of 5 years of experience in financial management, with demonstrated expertise in donor reporting and compliance.
- In-depth knowledge of donor financial requirements, including reporting formats, timelines, and fund utilization tracking.
- Advanced proficiency in financial reporting tools and software, including MS Excel and QuickBooks.

- Strong financial modeling skills, with the ability to develop sophisticated program financial models from scratch.
- Exceptional leadership, organizational, analytical, and communication skills

**ADDITIONAL EXPERIENCE AND SKILLS:**

- Maintain a high-performance standard with attention to detail.
- Maintain the integrity of official records.
- Ability to work as a team and take direction directly
- Ability to handle confidential information
- Excellent written and oral communication skills
- Highly driven and positive attitude towards work

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**TERMS OF SERVICE:**

This contract shall be renewed upon satisfactory performance, as determined by annual performance appraisals, and contingent on the availability of funds.

The applicants should provide full details of educational and professional qualification, work experience, applicant's telephone number and e-mail address.

Candidates should also provide the names and contacts of three (3) referees who are conversant with their competence in respective areas of specialization.

Interested candidates who meet the required qualification and experience are invited to submit their application through this email: [hr@africaharvest.org](mailto:hr@africaharvest.org) with '**Senior Accountant**' in as the subject of your email.

***Applications should be received not later than,  
5.00 PM EAT on 11<sup>th</sup> January 2025***

**ENQUIRIES:**

For more details related to Africa Harvest, Job specifications and general requirements, kindly visit our website: [www.africaharvest.org](http://www.africaharvest.org)

Africa Harvest is an equal opportunity employer and canvassing will lead to automatic disqualification.

*Women and persons with disability are encouraged to apply.*