SOS Children’s Villages Kenya is an affiliate of SOS CV- International whose mission is to build families for children in need, help them shape their own futures and share in the development of their communities. In Kenya, the organisation runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru and Kisumu. SOS Children’s Villages Kenya also runs education and health institutions and works with local communities through Families Strengthening Programs.

We seek to internally recruit suitable qualified people for the following positions:

- **Finance Officer** - National Office, Nairobi
- **Accountant - Payables** - National Office, Nairobi
- **Accountant – Receivables** - National Office, Nairobi

### 1. Finance Officer – National Office, Nairobi

We seek to recruit for the position of **Finance Officer** to be based at SOS CV KE National Office- Nairobi

**Key performance areas and main responsibilities:**

The Finance officer will undertake various duties which include and are not limited to the following:

- Preparation of monthly Financial statements in respect of the National Association accounts.
- Preparation of general ledger for the national association into the SOS Navision system and maintenance of all necessary supporting documentation.
- Assist in end year closing procedures
- Vouch all the documents as presented from the facilities i.e. bank reconciliation, payment vouchers, journal vouchers and cash registers casting to ensure completeness.
- Track & record all income in the maintrust account and maintain the maintrust accounting data as well as the dollar account.
- Maintenance of petty cash, banking of all income received, drawing of cheques and cash withdrawals.
- Support in payroll administration functions.
- Review donor financial reports in respect to donor funded programs reporting requirements.

**Required Qualifications, Skills & Experience**

- Bachelor’s degree in Commerce or Business Administration (Finance or Accounting option).
- CPA (K) with over 5 years experience in accounting.
- Ability to set up and maintain financial systems, develop internal control procedures.
- Hands on experience in computerized accounting applications / software is a must.
- Be conversant with Kenyan taxation laws, legal & statutory requirements and ability to prepare income tax returns.
Highly organised and ability to work independently, with minimal supervision.

2. National Office Accountants –Payables

We seek to recruit for the positions of a National Office Accountants –(Payables) for SOS CV KE National Office, Nairobi

Key Functions of the Job

- Receive supplier invoices and ensure completeness and accuracy including all necessary support documents are attached, coded, and analysed.
- Reviews payment vouchers, cheques and petty cash payments at the National Office for FM sign off.
- Process Electronic transfers & payments from the running cost account
- Enter financial data relating to payments into Navision for review and approval. This includes, vendor and customer cards and ensuring that the balances are up to date.
- Update bank and cash registers and bank reconciliation statements. Submits Running Cost Bank registers, together to the Senior Finance Officer for review on monthly basis.
- Reconcile all clearing accounts including vendor cards,
- Maintain the payables schedule and consolidates the ageing analysis of all commitments including from the locations. On a monthly basis reconcile the 92 series GL codes.
- Perform monthly reconciliations of supplier accounts. Monitor all supplier accounts to ensure payments are up to date. Prepare ageing analysis and give explanation of delayed payments.
- Resolve all invoice discrepancies. Correspond and communicate with vendors and respond to inquiries at the National Office.
- Prepare tax schedules and file monthly and annual tax returns based on statutory regulations.
- Ensure all assets are tagged and update the tag numbers into the fixed assets register on a weekly basis.
- Review all additions and disposals of equipment and obtaining transactional documents supporting fixed assets additions and disposals.
- Assist auditors by preparing schedules or accounting reports needed.
- Assists with the establishment of proper store-keeping records and procedures. Conducts regular checks off all stores (e.g. programme stores, stationary stores, etc.) to ensure stock-cards are accurate and all proper procedures are being followed
- Ensure that all finance documents are filed regularly and properly.

Required Qualifications/Abilities

- Bachelor’s degree in Commerce or Business Administration( Finance or Accounting option)
- At least CPA (II) with 5 years working experience in a busy accounting environment, 3 of which should be in an NGO setup.
- Ability to set up and maintain financial systems and develop internal control procedures.
- Hands on experience in computerized accounting applications / software is a must.

We seek to recruit for the positions of a National Office Accountants (Receivables) for SOS CV KE National Office, Nairobi

Key Functions of the Job

- Prepare monthly customer statements and ensure accuracy of the same.
- Track monthly staff advances per facility and ensure that the same is captured accurately.
- Track & review fees reconciliation schedules from locations.
- Track all travel advances and entering them into Navision and clear them once the travel returns are in.
- Review and reconcile all clearing accounts.
- Maintain the receivables schedule and consolidates the ageing analysis of all receivables including from the locations.
- Reconcile the Account Receivables GL Codes on a monthly basis.
- Perform monthly reconciliations of individual customer accounts. Monitor all customer accounts to ensure advances are cleared and are up to date. Prepare ageing analysis and give explanation of long outstanding receivables.
- Resolve all discrepancies by correspond and communicate with staff & facility accountants and respond to inquiries at the National Office.
- Assist auditors by preparing schedules or accounting reports needed.
- Ensure that all finance documents are filed regularly and properly.

Required Qualifications/Abilities

- Bachelor’s degree in Commerce or Business Administration (Finance or Accounting option)
- At least CPA (II) with 5 years working experience in a busy accounting environment, 3 of which should be in an NGO setup.
- Ability to set up and maintain financial systems and develop internal control procedures.
- Hands on experience in computerized accounting applications / software is a must.
- Be conversant with Kenyan taxation laws, legal & statutory requirements and ability to prepare income tax returns.

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application letter (stating current and expected pay) & updated CV (with details of at least 3 referees one of which must be immediate former employer) addressed to the National Director to reach us on or before 8th January 2019 by email to: recruitment@soskenya.org

Only short listed candidates will be contacted.
SOS Children's Villages Kenya is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.