



VACANCY ANNOUNCEMENT ACCOUNTANT

WEMA by LVCT Group is a private company limited by guarantee and a wholly owned subsidiary of LVCT Health (a Kenyan NGO). As a social enterprise, it complements the work of LVCT Health by reaching groups not traditionally reached through donor funding. All proceeds from LVCT Group contribute towards the sustainable delivery of essential health services to the vulnerable and marginalized populations LVCT Health serves.

We are driven by the passion to respond to the wellness, health (including mental health) needs of individuals and workplaces in Kenya and beyond. Since its founding, WEMA by LVCT Group has helped individuals and companies with a variety of health solutions through our diversified service offerings that target different market segments and customers. We offer a work environment alongside a dedicated team with an unmatched passion and professionalism in meeting your career aspirations.

We are looking for a dynamic well qualified and motivated individual to join our great team by filling the following vacant position:

POSITION:	Accountant	ACC/WEMALVCTG/12/2024
REPORTING TO:	Business Development Manager	
LOCATION:	Nairobi, Kenya	

Job purpose

The Accountant will support the WEMA by LVCT Group's financial operations by maintaining accurate financial records, managing accounts payable and receivable, preparing financial reports, and maintaining compliance with regulatory standards. This role requires strong analytical skills, attention to detail, and a proactive approach to problem-solving.

Roles and responsibilities:

1. Financial Accounting and Reporting

- Maintain accurate and up-to-date financial records.
- Prepare and submit monthly, quarterly, and annual financial statements in accordance with organizational policies and international accounting standards.
- Reconcile general ledger accounts and bank statements to ensure accuracy and integrity of financial data.
- Assist in the preparation of budgets and forecasts that will inform on the financial stability of the enterprise and advise the management and the Board of Directors accordingly
- Perform monthly bank and Petty cash reconciliations on a timely and accurate basis.

2. Accounts Payable and Receivable

- Process vendor invoices, ensuring proper documentation and approvals.
- Manage accounts receivable by generating invoices, following up on payments, and reconciling client accounts.
- Follow through for timely payment of suppliers and resolution of any discrepancies.
- Monitor and update the General Ledger on a continuous basis through daily posting of transactions.

- Staff Imprest management by reconciling Imprest accounts on a monthly basis, follow through liquidation according to the policies, compile and share accurate aged analysis for decision making.

3. Payroll and Tax Compliance

- Process payroll, ensuring accuracy in deductions, taxes, and statutory contributions.
- Prepare and file VAT, PAYE, NHIF, and NSSF returns within statutory deadlines.
- Ensure compliance with local tax laws and regulations, including withholding tax and corporate income tax.

4. Audit and Internal Controls

- Support both internal and external audit processes by providing necessary documentation and explanations.
- Implement LVCT Group's financial policies and internal controls to safeguard assets and resources.
- Identify areas for process improvement and recommend solutions.

5. Financial Analysis and Support

- Analyse financial data to identify trends, variances, and opportunities for cost-saving.
- Provide financial insights to management to support decision-making.
- Collaborate with other departments to track expenses and maintain financial discipline.

6. ERP and Technology Utilization

- Use the organization's ERP system to maintain financial records and generate reports.
- Identify opportunities for system improvements to enhance efficiency and accuracy.

7. Other Duties

- Handle financial queries and provide excellent customer service to both internal and external stakeholders.
- Stay updated with changes in accounting and tax regulations to ensure ongoing compliance.
- Perform any other duties assigned by the Finance Manager or senior management.

Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, or a related field from a recognized university.
- CPA (K), ACCA, or equivalent professional certification is required.
- At least 3–5 years of experience in a similar role, preferably within a non-profit, healthcare, or training organization.
- Strong knowledge of International Financial Reporting Standards (IFRS).
- Proficiency in using accounting software (e.g., QuickBooks, SAP, or ERP Dynamics 365 Business Central system) is desired.

Key Skills and Competencies:

- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational abilities.
- Ability to manage multiple tasks and meet tight deadlines.
- Exceptional communication and interpersonal skills.
- High level of integrity and ability to handle confidential information.
- Strong proficiency in MS Office Suite, particularly Excel.
- Ability to comfortably work and physically interact with senior management and clients.

Key Performance Indicators (KPIs):

- Timely and accurate preparation of financial reports.
- Compliance with statutory and regulatory deadlines.
- Minimal errors in financial records and reconciliations.
- Efficient management of accounts receivable and payable.
- Support for audit processes with minimal findings.

How to apply

Interested and qualified candidates are invited to submit their applications, attaching a cover letter and a CV (indicating 3 professional referees) via <https://careers.lvcthealth.org/> by **Monday, December 9 2024**. The position applied for and the reference number should be clearly indicated on the subject line and cover letter. Applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

WEMA by LVCT Group Ltd is an equal opportunity employer and **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process. Please visit our website <https://lvctgroup.co.ke/> for more information about the organization.

WEMA by LVCT Group Ltd, upholds safeguarding principles and recruits only candidates who share our commitment to safeguarding. We are committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, and abuse, especially of children and vulnerable adults, as well as stigma and discrimination against individuals of various diversities, lack of integrity, and financial misconduct. Failure to adhere to our safeguarding principles will result in disciplinary action and/or legal action if necessary.

