



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

member of **actalliance**

JOB DESCRIPTION

NAME	:	Vacant
DESIGNATION	:	Accountant – Compound Management
SECTION	:	Compound Management
RESPONSIBLE TO	:	The incumbent will administratively report to Compound Management committee and functionally to the Finance Officer

Duties and Responsibilities

1. Payment of incentives and casual wages on a monthly basis.
2. Maintain Petty cash book (daily basis) and mark "Posted" in the voucher after entry in ACCPAC compatible spread sheet.
3. Maintain the Incentive cash book and mark "Posted" in the voucher after entry in ACCPAC compatible spread sheet.
4. Reconciliations of balance sheet account (debtors, creditors and others as decided by team).
5. Proper filling of petty cash & incentives/ mark 'Paid" after payment. Stick clear identification label on each folder.
6. Writing of cheques and remittance advices, ensuring that all relevant documents are attached and duly approved.
7. Disbursement of cheques and maintain cheque issued register.
8. Custody of cheques and bank payments.
9. Cash withdrawals from the bank.
10. Tracking of multi installments cash payments.
11. Tracking of multi installments bank payments
12. Take back up every day of Excel cash, bank book & JV before close down computer and store out of premise.
13. Initiate to maintain professional look of finance room and filing system. Priorities always to maintain finance room tidy.

14. Update travel expenses & per diem into monitoring report on monthly basis.
15. Under take any other tasks delegated by Finance Officer.

Minimum Qualifications

1. A University degree in Finance or Accounting from a recognized institution plus a professional accounting qualification (CPA (K), ACCA or equivalent)
2. Good knowledge of computer applications in accounting is essential
3. Work experience: 2 years professional experience preferably in an INGO
4. Understanding of budget development and monitoring

CONTACT

The Human Resources Officer, Lutheran World Federation Kenya-Djibouti, P.O Box 40870 - 00100, Nairobi
or Email to: lwfkak@gmail.com