



## **JOB DESCRIPTION**

### **Accountant Officer**

**Nairobi Kenya**

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#### **I. INTRODUCTION**

The Grassroots Business Fund (GBF) is a global impact investing organization whose mission is to help build and support High Impact Businesses that provide sustainable economic opportunities to millions of people living at the base of the economic pyramid. GBF's unique hybrid approach blends investment capital and capacity building to High Impact Businesses, which then empower the poor as independent entrepreneurs and consumers of affordable goods and services.

#### **II. SCOPE OF WORK**

The Grassroots Business Fund is currently seeking to hire an Accountant Officer to be based in Nairobi, Kenya. The Accountant Officer will be responsible for ensuring that donor budgets and reports are prepared, reviewed and submitted timely. She/He will work closely with the grant owners'/budget holders to ensure donor reports are accurate and in line with the approved budgets. She/He will play a key role in ensuring compliance with relevant donor rules and regulations, provide support during budget preparation and subsequent budget revisions.

The main responsibilities of the Accountant Officer will include the following:

- Supports the Finance Director to ensure appropriate systems are in place for timely and cost-effective disbursement, accounting, budgeting and reporting of project funds in compliance with local and MCF regulations.
- Weekly and monthly processing of accounts payable, accounts receivable and payroll.
- Accounting/keep track of expenses and other financial transactions, mainly involving expense entry, tracking and record keeping.
- Tracks payments to internal and external stakeholders.
- Submits financial reports on a timely basis.
- Manage petty cash accounts
- Review expenses and financial transactions to ensure it complies with MCF procedures and terms of the Grant Agreement.
- Perform other tasks as assigned by his/her supervisors.

#### **III. PROFILE OF SELECTED**

The candidate should demonstrate a track record providing finance, and accounting functions with focus on donor grants management for an international organization working in East Africa preferable Kenya.

The Accountant Officer should hold these qualifications:

- A degree in Commerce, Finance, Accounting or related field with 3-5 years of experience managing donor fund accounts and preparing financial statements.
- At least three (3) years' experience in financial and grants management
- Knowledge of International donor rules and standard tools for budgeting, spending and reporting.
- Qualified Accountants (ACCA/CPA or equivalent) is an added advantage
- Familiar with government policies and regulations on taxation, etc.
- Proven financial management skills - excellent project management, accounting and expenditure verification attention to detail
- Knowledge and competency in accounting systems and principles.
- Proficiency in MS Excel and other accounting software.
- Proficiency in management systems.
- Sound interpersonal skills
- Administration skills.

#### **IV. ESTIMATED TIMETABLE AND TERMS:**

The applicants are encouraged to apply as soon as possible. Applicants will be reviewed on a rolling basis. This is a full time position with GBF Nairobi Office, pending a successful performance in the first three (3) months period.

#### **V. COMPENSATION:**

The candidate will be entitled to full benefits considering the market rate and experience.

#### **VI. HOW TO APPLY:**

Please fill in this form to apply: <https://forms.gle/VKS2EV4P61vQhkzJ9>

Only shortlisted candidates will be contacted for interview.