

Project Accountant Job Description

Siaya Education Project popularly known as SEP is a not for profit organization registered in Kenya and working in Siaya County in western Kenya region. SEP stands on five pillars comprising of a set of programs targeting in school youths through provision of holistic education by developing their capacities in academia, skills and talent development, entrepreneurship, community service and mainstreaming cross cutting issues.

Our Vision

A society in which all youths have access to the necessary skills and resources to realize their full potential

Our Mission

To support youths in acquiring holistic education to enable them achieve their dreams and to contribute meaningfully to society

Our Core Values

- Open mindedness
- Compassion
- Integrity
- Respect
- Transparency

How We Work

SEP core mandate comprises of four programmatic areas comprising of Academic development; Skills and Talent development; Entrepreneurship development and Community Service. SEP directly implements these programs. The other thematic areas comprising of Sexual and Reproductive Health Rights (SRHR); Physical, Emotional and Psychological support program and Environmental management are clustered under cross cutting issues. This means that while implementing the four core programs, the cross cutting issues are equally taken into consideration because they impact on the four core programs. SEP works in collaboration with other stakeholders with expertise in these cross cutting issues through networking and collaboration.

With funding from Stichting Siaya SEP has been implimeting academic development programs in Ugunja Sub County in Siaya County for the last 7 years. This comprises of mentorship activities for in

school youths over the school holidays and also supporting the academically gifted students whose families are not in a position to pay school fees by giving full or partial scholarship.

With funding from Amplifychange a UK based organization, SEP is introducing Sexual and Reproductive Health Rights (SRHR) Program in Gem Sub County in Siaya County. This program is aimed at supporting teenage mothers by providing Comprehensive Sexuality Education and counseling services at designated SEP Youth Friendly Spaces.

SEP is looking for an experienced Project Accountant (PA). The PA must be highly capable project accountant to provide our project team with accounting support. Reporting to Finance Manager, PA will be required to manage all project bills and invoices, review budgets and prepare financial reports.

Project Accountant Responsibilities:

- Reporting to Finance Manager or other project managers as required.
- Reviewing budgets, including staffing and work plans,
- Providing project managers and partners with timely financial reports and budgets, as well as project forecasts.
- Preparing working budget reports for project managers to review.
- Issuing invoices and purchase orders, as well as paying consultant, subcontractor, vendor, and supplier bills.
- Ensuring a steady cash flow by generating, auditing, and sending invoices in a timely manner.
- Updating contracts according to client requirements and reporting associated budget amendments.

Project Accountant Requirements:

- Certified Public Accountant (CPA).
- 2-5 years' experience as a project accountant, or similar.
- Ability to report to the Finance Managers and other project managers.
- Advanced proficiency in managing general ledgers, journal entries, and account reconciliations.
- Exceptional ability to prepare project budgets, financial forecasts, and tax reports.
- Extensive experience in project invoicing and billing.
- In-depth knowledge of best practices in accounting.
- Excellent communication skills toward effective collaboration and client services.

How to apply

Interested candidates should submit a two page Curriculum Vitae with a forwarding letter to: sepkenyaa@gmail.com no later than 30 November 2023. Only those who meet the set criteria will be contacted for interviews. Salaries and remunerations will be considered based on proof of ability to deliver.