

# **JOB DESCRIPTION**

### FINANCIAL ACCOUNTANT (PAYABLES) POSITION REF: AFD/FIN/ 09-08/2021

#### 1. IDENTIFICATION

Job title	Financial Accountant (Payables)
Reporting to	Finance Business Partner – Payables & Treasury
Function	Finance Unit
Physical Location	Inside Wilson Airport, Nairobi

#### 2. MAIN PURPOSE OF JOB

- The key function of this role is the management of Accounts Payable (AP) and suppliers.
- The Financial Accountant (Payables) will ensure that Accounts Payables transactions are captured accurately in the accounting system and payables managed in an efficient and optimal manner.
- The incumbent to ensure good relationships are nurtured and maintained with vendors.

3. PRINCIPA	L RESPONSIBILITIES	
KEY RESPONSIBILITI ES	MAIN TASKS	EXTENT OF DISCRETI ON
Payables Management	<ul> <li>Receiving and authenticate invoices and/ or statements from suppliers checking for accuracy, procurement process and supporting documents.</li> <li>Book invoices in the Microsoft Dynamics Nav system accurately and to the right expenses/assets lines.</li> <li>Ensuring that expenses are duly supported by an Invoice, Delivery Note, Goods Received Note, LPO/Contract, Purchase Requisition etc.</li> <li>Paying suppliers on the scheduled payment day(s) and ensure alerts/advices are received by the suppliers on the amounts paid and the invoices against which the payment applies.</li> <li>Apply the payments made against open invoices in the Microsoft Dynamics Nav system.</li> <li>Handle queries from creditors as they arise and on a timely basis.</li> <li>Managing the filing and archiving of all the documents related to creditors handled.</li> <li>Participate in and support internal and external audits by producing the required data and supporting documents and/ or schedules.</li> </ul>	Full
Payroll & Statutory	Processing and make payments to short term contract workers and locum doctors and nurses.	Full

### . PRINCIPAL RESPONSIBILITIES



Deductions Support	<ul> <li>File and make timely payments for statutory deductions arising from payments to short term contract workers and locum doctors and nurses.</li> <li>Assisting in computation and checking of employees' overtime and other claims before they are submitted to HR for payroll processing.</li> </ul>	
Reporting and Month End Closing Procedure	<ul> <li>Preparing monthly debit and credit cards reconciliations on a timely basis.</li> <li>Preparing the allocated monthly creditors reconciliations on a timely basis.</li> <li>Preparing ad hoc reports as might be requested by the supervisor.</li> <li>Perform any other work-related duties as requested</li> </ul>	Full

#### 4 **REQUIRED QUALIFICATIONS and Experience**

- Bachelor's of Commerce Degree in Accounting, Finance or an equivalent degree in business studies.
- Certified Public Accountant (CPA-K)
- Minimum of 5 years' work experience in a similar or equivalent role
- Good understanding of internal controls procedures and processes around Accounts Payable management
- Advanced MS Excel skills
- Experience working with Microsoft Dynamics Nav will be an added advantage.
- ICT proficiency

#### 4.1 Competencies

- Excellent verbal and written communication skills.
- Excellent interpersonal skills
- Natural pro-activeness, self-driven with a positive attitude
- Great attention to detail and high degree of discipline
- A strong team player, dependable and reliable nature
- Demonstrated problem-solving and decision-making skills
- Demonstrated ability to work under pressure and meet deadlines
- Ability to work under minimal supervision in a highly dynamic environment.

#### 5 ENVIRONMENTAL CONDITIONS

Based at AMREF Flying Doctors Hangar, Wilson Airport, AMREF Flying Doctors has a 24-hour work environment.

#### 6 How to Apply:

- I. If you are interested, please visit the websites at AMREF Flying Doctors <u>https://flydoc.org/career-opportunities/</u> or Amref Health Africa <u>https://amref.org/vacancies/</u> to view the full job description.
- II. You will be directed to our **online portal** where you will be required to create an account successfully in order to submit your application.
- III. Attach a cover letter and an updated CV in PDF in your application
- IV. Please note that you will receive an email confirmation for creation of account and an acknowledgment email upon submitting your application.
- V. Submit your application by 22<sup>nd</sup> August 2021. Please note; only shortlisted candidates will be contacted.



## **APPLICATION PROCESS**

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AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. AFD is an equal opportunity employer and has a non-smoking environment policy.

NOTE: AMREF FLYING DOCTORS DOES NOT REQUIRE APPLICANTS TO PAY ANY FEE AT WHATEVER STAGE OF THE RECRUITMENT AND SELECTION PROCESS