



## JOB DESCRIPTION

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

#### 1. IDENTIFICATION

<b>Job title</b>	Financial Accountant (Payables)
<b>Reporting to</b>	Finance Business Partner – Payables & Treasury
<b>Function</b>	Finance Unit
<b>Physical Location</b>	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. PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
<b>Payables Management</b>	<ul style="list-style-type: none"> <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
<b>Payroll Statutory &amp;</b>	<ul style="list-style-type: none"> <li>• Processing and make payments to short term contract workers and locum doctors and nurses.</li> </ul>	Full



<b>Deductions Support</b>	<ul style="list-style-type: none"> <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>	
<b>Reporting Month and End Closing Procedure</b>	<ul style="list-style-type: none"> <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:

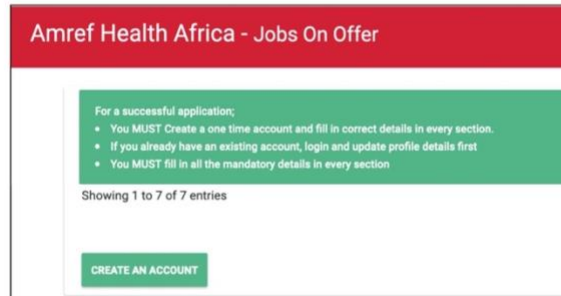
- I. If you are interested, please **visit the websites at AMREF Flying Doctors <https://flydoc.org/career-opportunities/> or Amref Health Africa <https://amref.org/vacancies/>** to view the full job description.
- II. You will be directed to our **online portal** where you will be required to create 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

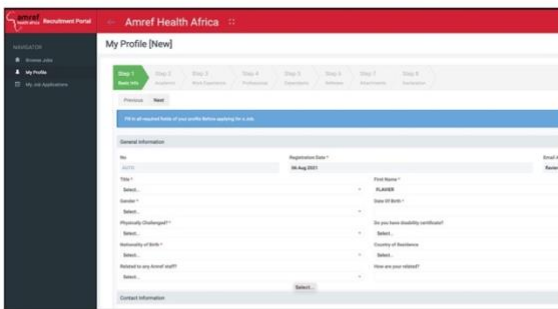
## 1. APPLY FOR THE JOB



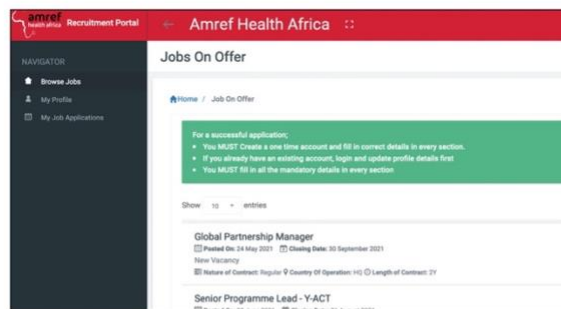
## 2. CREATE ACCOUNT & CONFIRM ON EMAIL



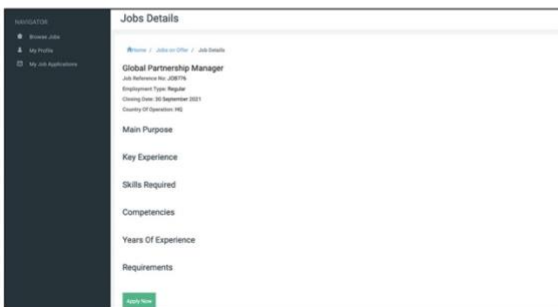
## 3. FILL IN YOUR PROFILE



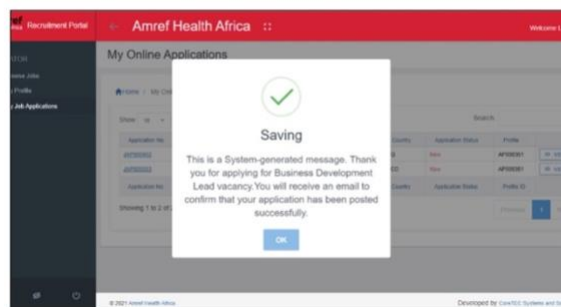
## 4. CLICK AND BROWSE JOBS



## 5. APPLY NOW & SUBMIT APPLICATION



## 6. ACKNOWLEDGEMENT OF APPLICATION



**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**