



JOB OPENING

FINANCIAL ACCOUNTANT - PAYABLES & TREASURY POSITION REF: AFD/FIN/02-2024

1. IDENTIFICATION

1.1	Job title	Financial Accountant - Payables & Treasury
1.2	Reporting to	Senior Financial Accountant
1.3	No. of Positions	One (1)
1.4	Unit	Finance
1.5	Physical Location	AMREF Flying Doctors, Wilson Airport, Nairobi

2. MAIN PURPOSE OF JOB

The primary responsibility of the Financial Accountant – Payables & Treasury is to oversee and manage the Accounts Payables (AP) and supplier relationships. This role is pivotal in ensuring that all AP transactions are accurately recorded within our accounting systems, and that our payable processes are executed with efficiency and strategic foresight. The incumbent will be instrumental in fostering and maintaining positive, productive relationships with our vendors, ensuring a stable and reliable supply chain.

Additionally, the role includes management of the Treasury function.

3. DUTIES AND RESPONSIBILITIES

Key area	Activities	Discretion
Payables Management	<ul style="list-style-type: none">Efficiently receive and authenticate invoices and/or statements from suppliers, ensuring their accuracy, proper documentation, and adherence to the procurement process.Accurately book the invoices within the Microsoft Dynamics NAV system, ensuring that entries are correctly allocated to the appropriate expense or asset lines.	Full

Key area	Activities	Discretion
	<ul style="list-style-type: none"> • Ensure that expenses are duly supported by an Invoice, Delivery Note, Goods Received Note, LPO/Contract, Purchase Requisition etc. • Execute timely payments to suppliers in accordance with the scheduled payment day(s), including the issuance of payment alerts/advice to suppliers detailing the amounts paid and the invoices against which the payment applies. • Diligently apply the payments against open invoices within the Microsoft Dynamics NAV system, ensuring all transactions are up-to-date and accurately reflected. • Proactively handle and resolve queries from creditors in a timely and efficient manner, ensuring clear and open communication to maintain good supplier relations. • Manage the systematic filing and archiving of all documents related to accounts payable to ensure easy retrieval and compliance with the audit requirement. • Participate in and provide support for both internal and external audits by supplying the necessary data, supporting documents and/or schedules as required. 	
Payroll & Statutory Deductions Support	<ul style="list-style-type: none"> • Process and make payments to short-term contract employees, including locum doctors, drivers and nurses. • Accurately file and promptly make payments for all statutory deductions applicable to short-term contract employees, locum doctors, drivers and nurses. • Collaborate closely with the HR department to assist in computation and verification of employees' overtime payment and other claimable expenses. 	Full
Reporting and Month End Closing Procedure	<ul style="list-style-type: none"> • Prepare monthly reconciliations for both debit and credit card transactions, ensuring accuracy and adherence to timelines. • Prepare the allocated monthly creditors reconciliations on a timely basis. • Efficiently respond to and fulfill ad-hoc reporting requests from the supervisor from time to time. 	Full
Treasury Management	<ul style="list-style-type: none"> • Act as the primary bank agent for the company, managing and overseeing all banking relations and transactions. 	Full

Key area	Activities	Discretion
	<ul style="list-style-type: none"> Responsible for trading forex ensuring desirable outcomes in all the trades. Oversee the management and reconciliation of office and operational cash floats. This entails ensuring that floats are maintained at appropriate levels to support daily operations, and that all transactions are accurately recorded and reconciled in a timely manner. Handle the processing and disbursement of staff expense claims. 	

4. QUALIFICATIONS

- A Bachelor's Degree in Commerce, specializing in Accounting or Finance, or a similar qualification in business studies.
- Certification as a Certified Public Accountant (K). Advanced MS Excel skills.

4.1 Preferred Experience and Knowledge

- Minimum of 5 years work experience in a similar or equivalent role.
- Experience working with Microsoft Dynamics NAV will be an added advantage.
- Good understanding of internal controls procedures and processes around Accounts Payable and Treasury management.

4.2 Skills and Competencies

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Good critical thinking skills
- Good organizational skills
- Ability to work within and in a team
- Strong work ethics
- Natural pro-activeness and a self-driven attitude
- Ability to multi-task, work under pressure and deliver desirable results

5. ENVIRONMENTAL CONDITIONS

AMREF Flying Doctors work within a twenty-four-hour work environment due to the nature of its operation.

6. HOW TO APPLY

Are you enthusiastic about joining the leading and most innovative aero-medical solutions provider in Africa? Visit our website at <https://flydoc.org/career-opportunities/> to submit your application via our secure online portal. Please include an updated CV and a cover letter demonstrating how you meet the qualifications for the position. **The application closing date is Sunday, 10th March 2024.** Only shortlisted candidates will be contacted.

Please note that AMREF Flying Doctors does not require applicants to pay any fees at any stage of the recruitment and selection process and has not retained any agents for recruitment purposes. While AMREF Flying Doctors may use various job boards to extend its reach, all vacancies are published on our official website under the Career Opportunities page and on our official social media pages. Official communications from AMREF Flying Doctors will always come from a [@flydoc.org](mailto:flydoc.org) email address.

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

APPLICATION PROCESS

1. APPLY FOR THE JOB



Programme Accountant

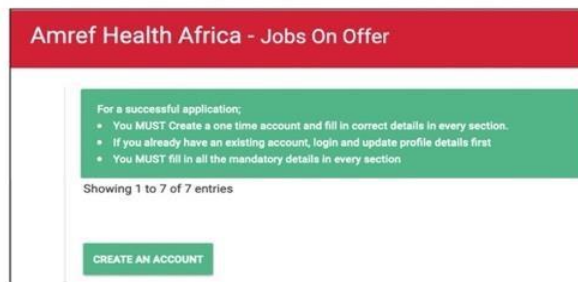
Full Time | Nairobi

Amref Health Africa in Kenya is seeking to recruit for the position of Programme Accountant who will provide financial support to projects as well as ensure effective utilization of donor funds allocated to the projects. The incumbent will also ensure compliance to the various donor rules and regulations thus mitigating the risk of a result of non-compliance to donor requirement.

>>> View the full job description (30)

Apply for job

2. CREATE ACCOUNT & CONFIRM ON EMAIL



Amref Health Africa - Jobs On Offer

For a successful application:

- You MUST Create a one time account and fill in correct details in every section.
- If you already have an existing account, login and update profile details first
- You MUST fill in all the mandatory details in every section

Showing 1 to 7 of 7 entries

CREATE AN ACCOUNT

3. FILL IN YOUR PROFILE



Amref Health Africa - My Profile [New]

Step 1: Personal Information

Step 2: Contact Information

Step 3: Professional Information

Step 4: Education

Step 5: Languages

Step 6: Certifications

Step 7: References

Step 8: Profile Picture

Step 9: Final Review

Step 10: Complete Profile

Registration Date: 08 Aug 2021

First Name: ALBERT

Last Name: OBI

Do you have a valid passport? Yes

Do you have a valid license? No

Do you have a valid ID card? No

Do you have a valid national ID card? No

Do you have a valid driver's license? No

Do you have a valid professional license? No

Do you have a valid certificate? No

Do you have a valid diploma? No

Do you have a valid degree? No

Do you have a valid postgraduate degree? No

Do you have a valid PhD? No

Do you have a valid MSc? No

Do you have a valid BSc? No

Do you have a valid BA? No

Do you have a valid BEd? No

Do you have a valid BEng? No

Do you have a valid BPharm? No

Do you have a valid BSc (Hons)? No

Do you have a valid BSc (Tech)? No

Do you have a valid BSc (Dist)? No

Do you have a valid BSc (Hons) (1st Class)? No

Do you have a valid BSc (Hons) (2nd Class)? No

Do you have a valid BSc (Hons) (3rd Class)? No

Do you have a valid BSc (Hons) (4th Class)? No

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Do you have a valid BSc (Hons) (95th Class)? No

Do you have a valid BSc (Hons) (96th Class)? No

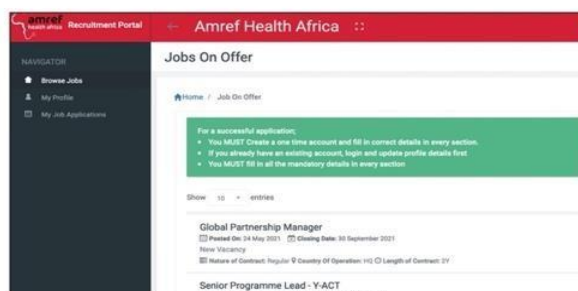
Do you have a valid BSc (Hons) (97th Class)? No

Do you have a valid BSc (Hons) (98th Class)? No

Do you have a valid BSc (Hons) (99th Class)? No

Do you have a valid BSc (Hons) (100th Class)? No

4. CLICK AND BROWSE JOBS



Amref Health Africa - Jobs On Offer

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Showing 1 to 7 of 7 entries

Global Partnership Manager

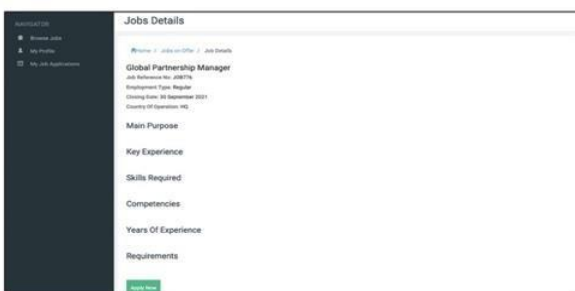
Posted On: 24 May 2021 | Closing Date: 01 September 2021

Job Type: New Vacancy

Mode of Contract: Regular | Country Of Operation: HQ | Length of Contract: 2Y

Senior Programme Lead - Y-ACT

5. APPLY NOW & SUBMIT APPLICATION



Amref Health Africa - Jobs Details

Global Partnership Manager

Job Reference No: 481876

Employment Type: Regular

Closing Date: 01 September 2021

Country Of Operation: HQ

Main Purpose

Key Experience

Skills Required

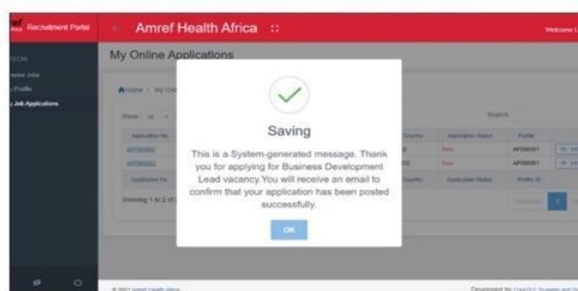
Competencies

Years Of Experience

Requirements

Apply Now

6. ACKNOWLEDGEMENT OF APPLICATION



Amref Health Africa - My Online Applications

Saving

This is a System-generated message. Thank you for applying for Business Development Lead vacancy. You will receive an email to confirm that your application has been posted successfully.

OK