

FSD AFRICA JOB DESCRIPTION

1. JOB TITLE	Accountant	GRADE	3
2. PILLAR	Finance		
3. ABOUT THE ORGANISATION	<p>FSD Africa is a specialist development agency working to reduce poverty by strengthening financial markets across Africa. Based in Nairobi, FSD Africa's team of financial sector experts work alongside governments, business leaders, regulators and policy makers to design and build ambitious programmes that make financial markets work better for everyone. Established in 2012, FSD Africa is incorporated as a non-profit company limited by guarantee in Kenya. It is funded by UK aid from the UK government.</p> <p>For more information, visit www.fsdafrica.org</p>		
4. REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Financial Accountant	
	REPORTS INDIRECTLY TO		
	DIRECT REPORTS		
	INDIRECT REPORTS		
5. JOB PURPOSE	<p>The Accountant is responsible for ensuring that the financial operational processes are functional and responding to the business financial needs and requirements, enabling it to achieve its overall objectives.</p>		
6. KEY RESPONSIBILITIES AND ROLE REQUIREMENTS <p>Accounting and Financial Reporting</p> <p>Ensure that data is entered into the accounting system in an accurate and timely manner; ensuring the availability of information needed in decision making and compliance with all relevant laws, regulations and standards:</p> <ul style="list-style-type: none"> • Support the Financial Accountant in the preparation of financial statements. E.g. drafting project accounts for review by the Financial Accountant • Prepare audit schedules in preparation for the annual external audit and respond to internal and external audit queries during the audit exercises • Prepare payment vouchers ensuring that they are completeness and accurate. <p>Disbursement of Payments</p> <p>Contribute to an efficient payment system by ensuring that payments to staff, vendors, service providers and other stakeholders are made accurately, on time and with good customer service:</p> <ul style="list-style-type: none"> • Receive payment requests and verify the accompanying documentation; proactively liaising with the payment requestor to assist them in following procedures. • Prepare payment vouchers for disbursement of funds and ensure that the general ledger and sub ledgers are updated in a timely and accurate manner. • Prepare and process payroll and other allowances ensuring correct calculation of statutory deductions; ensure that beneficiaries receive payslips and payment advices. • Develop statutory schedules, file returns and ensure that taxes are paid on time and in line with existing policies, procedures and statutory regulations. • Prepare end of period adjustments: accruals for provisions for unbilled monthly expenses and amortization of prepayments 			

Financial Administration

Provide financial administrative support to the team to facilitate the fluid and efficient day to day operations of the department:

- Assist the Financial Accountant in managing inventory, ensuring that all FSD Africa assets are timely and accurately entered on the fixed asset register.
- Support the Financial Accountant in gathering supporting documentation that will be used to respond to queries raised by stakeholders
- Ensure that routine banking operations are conducted in a timely and secure manner, ensuring that withdrawals are made only against cheques that have been written and counting the amount of cash received
- Maintain float and manage petty cash

Finance Records Management

Manage the archive of financial records, ensuring that all documentation is secured confidentially and can be easily retrieved as required:

- Ensure that all transactions are captured accurately and timely into the financial accounting system.
- Manage the filing of financial records, ensuring that all documents are filed according to FSD Africa records management policies and procedures.
- Ensure files are organised so that they are easily accessible; moving outdated files into the archive as well as assisting the retrieval of documents.
- As a custodian of financial records, ensure only authorised access, and informing the Finance Manager in case of problems or concerns.

Carry out any other duties or special assignments as assigned by the Financial Accountant.

7. PERSON SPECIFICATIONS - ESSENTIAL AND DESIRABLE

7.1 Qualifications and Education

- Degree Commerce, Business Administration or related
- Part qualification in ACCA and or CPA
- Excellent written and spoken English

7.2 Experience, Knowledge and Skills

- At least 3 years post graduate experience preferably working in the finance environment of a donor funded organisation
- Proficiency in MS Office particularly Excel and Word, as well as a computerized financial management system

7.3 Desirable

- Experience of working in a multi-cultural environment
- Good analytical and mathematical skills
- Well organized and a good planner
- French, local African languages

8. COMPETENCIES	Level 1 Foundation	Level 2 Specialist	Level 3 Leadership
Commitment & Drive for Results	✓		
Proactivity & Innovation	✓		

Effective Resource Management	✓		
Relationship Building	✓		
Communication & Influencing	✓		
Thinking & Problem Analysis	✓		
Learning & Resourcefulness	✓		

9. KEY RELATIONSHIPS		
Internal Relationships •	External Relationships •	
10. FINANCIAL RESPONSIBILITIES		
Direct Control •	Indirect Influence •	
11. APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Chief Financial Officer		