



for a living planet®

WWF- The global conservation organization, WWF Kenya, is seeking to recruit:

**Accountant–AP Super User
To be based in Nairobi, Kenya**

Under the supervision of the Financial Accounting Manager the role ensures that the accounts payable (“AP”) processes run smoothly and efficiently in accordance with agreed timetables and quality standards so that AP data is accurate and complete. Also providing supports in the general ledger reconciliation, data entries into the oracle, processing of payables and receivables and the handling of petty cash.

The role responsibilities will include but not limited to;

- Maintaining and processing transactions in Oracle Accounts Payable ledger including period end activities and other ledger inquiries.
- Reviewing online deals in Oracle and for posting into GL Module.
- Processing monthly payroll based on HR instructions and ensures all necessary approvals are sought and statutory deductions submitted on time. Ensures payslips are sent out to staff on a timely basis.
- Preparing costs files for Nairobi office costs like medical, telephone, taxis, courier services, VAT calculations, vehicle mileage and other detailed transaction.
- Reviews bank payments (Online and Cheques) before they are signed off and released.
- Ensuring accurate and timely capture and processing of project data from the sub-regional offices as well as from all projects locations (partners).
- Ensuring that all entries relating to disbursements, receipts or adjustments are posted into the relevant ledgers in ORACLE, printed and checked against source documents at LEAST WEEKLY.
- Ensuring regular reconciliation, research of discrepancies and adjustment of AP control and provision accounts and other accounts Analyzes and reconciles telephone accounts.
- Analyzing the various payables accounts (Staff, Partners, third party and salary advances) and follows up with the relevant staff to ensure outstanding balances are resolved
- Circulating on a monthly basis staff personal accounts (prepayments status) and follows up for subsequent clearance.
- Ensuring accurate and timely capture and processing of project data from the sub-regional offices as well as from all projects locations and raising project Advances journal on a monthly basis
- Maintains project standing data such as project, award and budget information and provide relevant information for maintenance of common data such as supplier information.
- Carrying out monthly AP closing processes and Accounts Payable to General Ledger reconciliation.
- Supporting the Field Accountants with the smooth operation of the Accounts Payable Module.

Required Functional Skills:

- A university degree in Accounting, Commerce, Business Administration or related Finance field, or
- Professional CPA/ACCA Qualification at least the second level.
- One year of experience in financial/project administration & management within an international organization, multinational company or government service with a bias to contract preparation and administration, database management, multi-currency financial reporting and multiple donor liaison. Good working knowledge of ORACLE. Demonstrable skills in the development and implementation of finance and accounting policies, procedures and systems in the context of an International NGO.
- Good knowledge of fund accounting including reporting requirements of major Bi-lateral Aid Agencies.
- Hands-on knowledge of ORACLE accounting software would be a distinct advantage.
- Adheres to WWF’s values, which are: Optimistic, Engaging, Determined and Knowledgeable.

Interested candidates who meet the above requirements should email a cover letter and CV with the Accountant –AP Super User on the subject line to the Senior People Organisation Development Officer (Snr. POD), WWF-KCO - hresource@wwfesarpo.org not later than **27th June 2014**.

Kindly note that only shortlisted persons will be contacted

WWF is an equal opportunity employer and committed to having a diverse workforce.