

ACK ST. POLYCARP CHURCH

P.O BOX 77879-00610 Nairobi-Kenya



VACANCY ANNOUNCEMENT FOR AN ACCOUNTANT

Job summary:

A.C.K. St. Polycarp Church, Nairobi, is seeking to recruit an **Accountant**. The **Accountant** reports to the Vicar and is responsible for administering all aspects of the church finances and works in partnership with multiple stakeholders. This role entails processing all incomes, accounts payable, payroll, bank reconciliations, month end financial reports, annual budget development, cashflow management and other statistical tracking

Requirements

1. Should be a born-again Christian and an Anglican.
2. Should be between 25-35yrs of age
3. Should have at least a minimum of a CPA 11
4. Should have at least two years working experience.
5. Should have a working knowledge in QuickBooks and MS excel
6. Recommendation letter from the vicar.

How to apply:

To apply, email (or deliver on hand) your cover letter, CV and relevant testimonials via stpolycarpparish@gmail.com. Applications should be addressed to

The Vicar
A.C.K St Polycarp Parish
P.O Box 77879-00610
Nairobi.

To reach him on or before 31/01/2020 at 4.00pm. Canvassing will lead to disqualification.

JOB DESCRIPTION

- Preparation and maintenance of all books of accounts
- Preparation of payment vouchers.
- Preparing staff payroll and submit all statutory deduction to relevant authorities.
- Preparation of monthly, quarterly, half yearly and annual accounts and other times when need arises
- Writing and disbursement of cheques to relevant payees
- Posting and filling of account documents.
- Ensuring proper control mechanisms, accountability of funds disbursed and reporting any irregularities immediately.
- Ensuring counting of offertory and other collections (in consultation with the Administrative Assistant and the Treasurer) is well done and safe keeping of such funds
- Receive process and dispense all approved request from the department through the treasurer.
- Moderate issuance of petty cash and verifying the same
- Ensuring the payment and proper filing of all returns
- Banking and withdrawing of cash from the bank as the cash agent
- Receiving and receipting all school fees payments
- Any other duties assigned to you by the Vicar or his appointee from time to time.