



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

GENERAL LEDGER, ASSET & COST ACCOUNTANT

REF: TNH/HHR/GACA /05/2026

The overall purpose of the role is to maintain fixed asset inventory in line with established guidelines and accounting standards.

ROLES AND RESPONSIBILITIES

- a) Prepare monthly general ledger reconciliations, schedules, journals, and variance analysis in line with established financial reporting standards and guidelines
- b) Prepare monthly financial statements and comprehensive audit-standard schedules and working paper files to support accurate financial reporting, audit readiness, and compliance with accounting standards.
- c) Receive, tag and record hospital fixed assets in the general ledger and the asset card for ease of asset tracking;
- d) Receive and verify hospital gases and fuel in liaison with maintenance department;
- e) Prepare fixed assets schedules and reconcile balances for use in preparation of financial statements;
- f) Provide information on the value of fixed assets to be disposed and update/reconcile the fixed asset register upon disposal;
- g) Depreciate the hospital's fixed assets on a monthly basis in line with financial reporting standards;
- h) Confirm the physical location and existence of the hospital's fixed assets to ensure fixed assets tally with existing records;
- i) Ensure outsourced staff undertake stock taking in the hospital's pharmacies and prepare variance reports on monthly basis;
- j) Carry out random counts and verify expiries in the pharmacies, stores and other user departments and prepare related reports;
- k) Review the acceptable inventory levels in the departments based on optimal consumption reorder levels in order to prevent overstocking;
- l) Respond to internal and external audit queries in line with requirements;

m) Any other responsibilities assigned to the job holder by the supervisor from time to time

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Economics, Finance or other business related fields from a recognized institution.
- Must be a qualified accountant with relevant professional qualifications such as Certified Public Accountant (CPA-K) or ACCA.
- Minimum of 5 years' experience in Financial Accounting with 3 years at supervisory level.

CORE COMPETENCIES

- Excellent understanding of International Financial Reporting Standards (IFRS)
- Excellent grasp of Financial and Management Accounting; Taxation and relevant legislation.
- Knowledge of accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Preparation of Financial Statements.
- Knowledge of regulatory requirements and regulations related to the health care sector.
- Sound knowledge of macroeconomic and microeconomic environment.
- Working knowledge of financial information management systems
- Demonstrated ability to engage and influence senior level leaders regarding key business priorities, issues and initiatives.
- Communication skills including presentation and facilitation skills
- Analytical skills
- Integrity
- Ability to work under minimal supervision.
- Problem solving skills.
- Ability to work under pressure
- Accountability

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **5th June, 2026**. We shall **ONLY** accept **ONLINE** applications.

We appreciate all applications received. While we may not be able to provide individual feedback to all applicants due to the high number of applications received, please know that we value your interest and the time you invested in engaging with us. Only shortlisted candidates will be contacted at each stage of the recruitment process. If you do not hear from us after completion of the interviews, kindly consider your application unsuccessful.

*The Nairobi Hospital does **NOT** charge recruitment fees.*

Head of Human Resources

The Nairobi Hospital

P. O. Box 30026 - 00100

NAIROBI

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