

IMPACT RESEARCH & DEVELOPMENT ORGANIZATION



JOB OPPORTUNITY

Impact Research and Development Organization (IRDO) [www.impact-rdo.org] is a registered Kenyan NGO with a main office in Kisumu and regional offices in several counties of Kenya. IRDO's principal mandate is to design, implement and evaluate public health research and intervention programs that improve the health status of individuals and local communities. We are looking for qualified and experienced personnel to immediately fill the Project Accountant position within the organisation.

PROJECT ACCOUNTANT

Job Summary

Reporting to the Finance Manager, the incumbent will be responsible for accounting, monitoring, and ensuring that the project is managed efficiently under set targets, deliverables, and timelines in strict adherence to donor regulations, IRDO policies statutory, and legal requirements.

Key Roles and Responsibilities

- Prepare, maintain, update, analyse, and reconcile a variety of accounting reports, financial statements, and other financial reports.
- Participate in both internal and external audits.
- Effectively monitor and report on the project fund utilization.
- Prepare accurate and timely financial reports.
- Review project fund accountability statements and report every month.
- Timely processing of fund disbursement to staff, suppliers, and service providers.
- Perform any other duties assigned by the supervisor.

Minimum Qualifications.

- Bachelors of Commerce, Accounting, Finance, Business Administration, Business Management or Related Field.
- Registered member of ICPAK
- 5 years of experience in finance management and monitoring systems in a large organization, preferably an NGO.
- Minimum of 3 years of working experience with donor funding, preferably global fund.
- Extensive experience with MS Dynamics NAV and QuickBooks is required.
- Good analytical skills and attention to detail.
- Self-driven; excellent time management, organization, and prioritization skills with the ability to work under pressure and meet tight deadlines.
- Good interpersonal and communication skills, high integrity and accountability.



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How to Apply

Interested candidates to submit applications, completed with CV, copies of certificates and testimonials, names and day telephone numbers of two professional referees, expected salary to reach the undersigned not later than **6th October 2023**. Indicate the **Vacancy Number** for position you are applying for on your envelope (if sent by ordinary mail or hand delivered) or in the email subject line (if sent via email) *IRDO is an equal opportunity employer. Only shortlisted applicants will be contacted*

The Human Resource Manager
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Kisumu

