



St John

CAREER OPPORTUNITY

ACCOUNTS ASSISTANT

St John Kenya is a first aid and health charity organization incorporated in Kenya under the St John Ambulance of Kenya Act, Cap. 259 of the Laws of Kenya with mandates to provide emergency medical care, promote charitable works aimed at reducing human suffering, and to provide technical support to medical services in the country among other functions.

The Organization is looking for an **Accounts Assistant** to serve at the **Headquarters Office**. This position reports to the **Chief Accountant**.

JOB RESPONSIBILITIES

- In charge of payments for all staff allowances, volunteer operations and suppliers.
- Ensure proper and accurate documentation of all financial related activities.
- Ensure all payments comply with all approvals as provided in the finance policy.
- Timely filling and payment of statutory obligations.
- Data entry for all accounting information in the SAGE System.
- Ensure daily, Weekly and Monthly reconciliation of Petty cash while preparing all relevant reports.
- Assist in credit and debt management as will be directed by the Chief Accountant.
- Management of office supplies to ensure stock does not fall below optimal level.
- Assist in quarterly HQ stock take with 100% accountability.
- Invoicing and receipting to clients.
- Assist in monthly reconciliation of stock, Mpesa and bank accounts
- Handle and resolve customers' complaints
- Any other duties related to this position allocated by supervisor or any person in authority.

QUALIFICATIONS

- Bachelor's Degree in Finance/Accounting option, Business Administration or any other relevant degree
- CPA Qualification in the foundation level
- Knowledge of generally accepted accounting principles
- Experience with computer accounting programs and Microsoft applications
- Team-player and ability to work independently
- Excellent communication skills (verbal and written)
- Attention to detail and accuracy
- Good customer experience skills.

APPLICATION PROCESS

Qualified and interested applicants are invited to send an application letter and a curriculum vitae **quoting the job title on the subject line** to recruit@stjohnkenya.org by 15th June 2024. **Candidates are required to state salary expectations in the application Letter.** Only shortlisted candidates will be contacted. **Canvassing will lead to automatic disqualification.**