

Job Description 2021

Title of the Job:	Program Accountant
Department :	Finance
Grant:	
Job level: 4	
Job Holder:	
Reports To:	Finance Manager
Purpose of the Job:	
Responsible for: <ul style="list-style-type: none"> • Financial Planning • Financial Reporting • Payment disbursement • Cash flow management and cost control • Donor Reporting 	
Key Responsibilities/ Accountabilities:	
<ul style="list-style-type: none"> • Preparation of Annual Budgets for programs & the Organization in collaboration with the program team and Finance Manager • Preparation of donor budgets for proposals in collaboration with the Resource Mobilization Officer & programs team. • Recording and timely reporting of income received. • Monitor all costs to ensure they are within the donor budget; Appraisal of requests to ensure cost effectiveness; Cost control • Follow up on all donor receipts through the resource mobilization office. • Ensure budget uploads for all new grants. • Ensure clearance of the due to and due from accounts. • Ensure timely payment disbursements upon approvals. • Timely preparation and processing of all bank reconciliations. • Timely review of the payroll and timely submission of the statutory deduction including all the tax returns • Work on annual returns, both KRA and NGO Board. • Petty cash management • Review of imprest and ensure compliance and correctness; timely Liquidation of imprest in the system and reconciliation on Imprest. • Records Management; ensure that all documents relating to donor transactions are properly filed and available when required; proper filing and recording of bank statements, cheque books and bank correspondence. • Management of staff debtors • Processing and analysis of receipts based on vouchers and cash returned. • Produce monthly reports on the following: <ol style="list-style-type: none"> a. Aged Imprest balances b. Produce exception reports on imprest recoveries i.e. shortages, recoveries from payroll, possible fraud reports • Sit in for Finance Manager as when duty calls. 	

Reporting Relationships:

Responsible for:
Assistant Accountant

Key behavioural Competencies Required to Fulfil this Role

- Financial Management: Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance. Ability to prepare budget documents and reports
- Adaptability/Flexibility: Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, or requirements
- Information/Records Administration: Knowledge of appropriate data collection policy and procedures, filing systems, data management systems, and programs. Ability to compile, assimilate, organize, and store printed and electronic information. Ability to review, compile and analyze information to prepare reports.
- Building Trust: Ability to create a work environment that encourages staff to practice respect, demonstrate open communication and promote accountability
- Multitasking: Ability to handle multiple tasks and priorities with calm and resolve and exude confidence and assertiveness
- Results focus: Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets team standards and responsibilities, provides leadership/motivation.
- Strategic thinking: Effectively envision, develop, and implement new strategies to address competitive, complex business issues
- Consulting: Able to influence people, policy and processes. Possesses strong negotiation skills - able to conduct positive negotiations, ability to compromise, handles conflict, seeks common ground, articulates own and others goals, stays focused on positive outcome.
- Analytical & problem solving: Analytical in approach with the ability to collate and analyze data from various sources and present the same in a structured manner. Excellent problem solving abilities.

Educational Level/technical Skills Required to Fulfil the Role:

- Bachelor's Degree in accounting or equivalent
- Certified Public Accountant part 2 (Section 4) or CPA-K would be an added advantage.
- Computer Literate
- Project Accounting Experience
- Financial Accounting Experience

Key Performance Areas

Key Responsibility Areas	Key Performance Indicators
Financial Planning	<ul style="list-style-type: none">• Preparation and submission of donor budget for proposals within set deadlines.• Preparation of Annual Budgets for programs.• Budget uploads for all new grants; all uploads done as soon as the funds are confirmed and budgets finalised.
Project Accounting	<ul style="list-style-type: none">• Timely preparation and submission of donor reports within set deadlines.• All income received reported in a timely basis. (Income

	<p>reported within the same month it is received)</p> <ul style="list-style-type: none"> • Ensuring that all cost are within the donor budget • Expenditure v/s Budget variance report per donor produced by the 10th of every month • Timely follow up on donor receipts. • Marching of income and expenses in the system.
Inter Grant Accounts Management	<ul style="list-style-type: none"> • Clearance of the due to and due from accounts. • No outstanding balances from previous months.
Payment disbursements	<ul style="list-style-type: none"> • Timely approval of non-program payments (including payroll) • Disbursements approved/differed within shortest time possible from day of receipt for approval and forwarded for payment. • Approvals done within 24hrs of receipt.
Payroll processing	<ul style="list-style-type: none"> • Review and ensure proper calculation of payroll once forwarded by H.R; Payroll reports printed within 24 hours of submission. • Payroll processing done and salaries remitted within 2 days of finalization by H.R. • Statutory payments/ remittance done within set deadlines. (PAYE, NHIF, NSSF etc.) • Ensuring full recoveries are made i.e. management of staff debtors through the payroll • Performance of accurate payroll reconciliations
Cash flow management/petty cash	<ul style="list-style-type: none"> • Daily Cash positions (Bank Positions) • Ensuring adequate cash is available for organizations operations. • Any anomalies noticed in the accounts reported. • Timely preparation and processing of all bank reconciliations. • Conduct cash counts for petty cash. Submission of weekly cash and bank balances to the Finance Manager for action. • No instances of overdrawn accounts / unpaid cheques. • Preparation of a daily payment schedule showing bank balances. By 10th of every month.
Cost control	<ul style="list-style-type: none"> • Appraise requests to ensure cost effectiveness. • Overall reduction of overhead expenditure by at least 5%. • Production of an overheads variance report by the 10th of every month.
Bank Agency services.	<ul style="list-style-type: none"> • Timely collection of Bank statements. • Monthly Bank statements delivered / downloaded by the 3rd of the month. • 100% availability to give banking support to the department
Records Management	<ul style="list-style-type: none"> • Proper filling and availability of financial records when and as required. • Documents easily available and traceable.

Management of Staff Debtors

- Timely liquidation of imprest in the system.
- Processing and analysis of receipts based on vouchers and cash returned.
- Produce Monthly reports on the following:
 - Aged Imprest balances
 - Exception reports on imprest recoveries i.e. shortages, recoveries from payroll, possible fraud reports
 - Monthly reports for age analysis, imprest recoveries and shortages by the 5th of the month.
 - Monthly reconciliation report for outstanding imprest amounts by the 20th of the following month for recovery.
- Reconciliation on Imprest
- Recoveries made on time.
- No instances of imprest outstanding for more than 30 days.