



## **About NETI**

Nakuru Endelevu Trust Initiative (NETI) is an umbrella Local Development Organization (LDO) formed to enable local organizations in Nakuru County to be better organized to influence county development and contribute to improved lives of Nakuru citizens. NETI works closely with CSOs, the Private Sector, the County Government of Nakuru and other development actors in the county towards Empowered Communities Receiving High-quality and Equitable Services by elevating community voices in the county development agenda; and advancing localization, democracy, and governance principles.

### **NETI works to:**

- Strengthen citizen engagement, citizen voice, and agency at the county level. It aims at having duty bearers respond to the needs of citizens and communities in Nakuru County and ensure fidelity in operationalizing public participation provisions of the Constitution 2010.
- Improve capacity of local organizations (civic and private sector) to design and implement inclusive, community-led, owned, and managed programs and ensure communities own, lead, and manage their own development.
- Enhance sustainability of local organizations through collaboration, learning, and adaptation (CLA), aiming at greater collaboration and learning to find solutions and expand the local economy fairly and equitably.
- Broaden county policy development and legislation processes through greater engagement with the private sector and investors to mobilize and leverage resources to enhance NETI and communities' access to assets, resources, and opportunities for their sustainable development.

**Position: Program Accountant**

**Location: Nakuru**

**Employment Contract Type: Full-time**

**Job Summary:**

The Program Accountant will manage all financial aspects of the organization's projects, ensuring compliance with both the NETI internal financial policies and donor requirements. This role is crucial for maintaining financial integrity and ensuring the effective management of the organization's resources.

**Key Responsibilities**

- Process payments and maintain accurate financial records, including invoices, receipts, and payment vouchers.
- Post financial transactions into the QuickBooks financial system and ensuring compliance with accounting standards.
- Maintain and ensure proper filling of Financial documents
- Review staff travel liquidations / Surrenders
- Custodian of the office petty cash and ensure full documentation of the same
- Assist in budget preparation, monitoring expenditures, and providing financial forecasts
- Prepare monthly financial reports for internal and donor use
- Conduct bank reconciliations and ensure all discrepancies are resolved
- Assist in internal and external audits, providing all necessary documentation
- Prepare monthly payroll and ensure timely submission of statutory deductions
- Support in preparation and coordination of large activities or events and collect accurate and complete documentation for the same.
- Filing and processing statutory deductions to the relevant bodies
- Train/mentor program team and members on accurate documentation and liquidation of funds advanced for program activities
- Track Invoices with VAT for filing of DA1 forms and follow up on reimbursement upon receiving approval by USAID and KRA

Any other duties as may be assigned from time to time

**Qualifications:**

- Bachelor's degree in finance, Accounting with CPA part 2, OR a CPA Finalist.
- CPA Part 2 certification is required.

- At least 2 years of experience in accounting, preferably with NGOs / PBOs.
- Knowledge of accounting software such as QuickBooks, Navision, or similar.
- Strong understanding of donor rules and regulations for financial accountability.
- High attention to detail and ability to manage multiple tasks efficiently.
- A person of unquestionable integrity.

### **How To Apply**

Interested candidates who satisfy the above requirements should forward their application ref. NETI PAC in the email subject, consisting of a cover letter and CV with at least 2 referees to NETI at [info@netike.org](mailto:info@netike.org)

**Closing Date: Friday November 15th, 2024.**