

Project Accountant Career Opportunity

Job Summary

Kenya Healthcare Federation (KHF) is seeking a skilled Project Accountant to join our dynamic team. As a Project Accountant, you will play a vital role in ensuring the financial success of our projects by providing accurate and timely accounting support.

Responsibilities:

Reporting to the Head of Finance and Administration, the incumbent will be expected to:

- Perform project cost analysis and reporting, tracking expenses, and ensuring adherence to project budgets.
- Monitor and reconcile project financial transactions, including invoicing, payments, and expense claims.
- Prepare project financial statements, including profit and loss statements, balance sheets, and cash flow statements.
- Collaborate with project managers and stakeholders to develop project budgets and forecasts.
- Conduct variance analysis and provide insights on project financial performance.
- Assist in preparing project proposals, financial models, and funding applications.
- Ensure compliance with financial regulations and company policies.
- Support project audits and provide necessary documentation and explanations.
- Contribute to process improvement initiatives to enhance project accounting efficiency and accuracy.

Qualifications and Skills Required:

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional accounting qualification (e.g., CPA, ACCA) preferred.
- Proven experience as a Project Accountant or similar role, with a strong understanding of project accounting principles and practices.
- Proficiency in using accounting software and advanced knowledge of MS Excel.
- Excellent analytical and problem-solving skills.
- Experience in working on donor projects (USAID).
- Strong attention to detail and ability to work with complex financial data.
- Ability to meet deadlines and work effectively under pressure.
- Excellent communication and interpersonal skills.
- Proactive and self-motivated with a strong sense of ownership and accountability.

How to Apply:

Interested candidates should submit a cover letter and resume to talent@khf.co.ke by **Wednesday, 31st January 2024**. Please include "**Project Accountant Application**" in the subject line.