



INSTITUTION OF ENGINEERS OF KENYA (IEK)

EXCITING JOB OPPORTUNITY

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity. (See our website <http://www.iekenya.org>). The institution was first established as the East Africa Association of Engineers on 19th January, 1945 in the Boardroom of the Chamber of Commerce, Portal Street, Nairobi. It served the East African countries until November 1972 when at a meeting in Nairobi, it was agreed functions of the division serving Kenya be transferred to a new body, the Institution of Kenya as it is today.

Job title	Accountant - Receivables
Reporting to	Finance and Administration Manager
Location	Nairobi, Kenya
Post	Full-time - 3 years contract renewable
Other	As defined in our standard contract terms

Job Purpose

The Accounts Assistant - Receivables will work closely with the Finance and Administration Manager to enable service delivery to members in an efficient and timely manner. The Position will be responsible in processing, tracking, and recording payments in an accurate, efficient, and timely manner in line with the established guidelines.

Key Responsibilities

- Maintain and update the Members accounts
- Validate sales revenue, manage invoicing within established deadlines including posting collections, drawing up records, auditing invoices and performing end-of-month closings.
- Generate and send out invoices and statements to members/Organizations to hasten collection.
- Issue receipts for cash or cheques received.
- Timely processing and payment of supplier invoices and project/Events-related expenses.

- Ensure Bank account is timely and accurately reconciled to cash book on month-to-month basis Maintain and reconcile the Asset Register to the general ledger.
- Ensuring timely filing and payment of statutory deductions i.e. PAYE, NHIF, NSSF and Housing Levy.
- Preparation of Monthly payslips and annual P9 Forms.
- Implement excellent customer support services, which include daily handling of all members' inquiries.
- Data Entry-assistant in recording financial transactions on the system.
- Filing of all payment vouchers and other financial records in systematic and organized manner to ensure ease in retrieval and reference.

Qualifications and Education Requirements

- A Bachelor's degree in accounting, finance or a related field.
- Certified Public Accountant (CPA) Part II, ACCA or any relevant certification.
- Minimum two years of experience working in a similar position.

Preferred Skills

- Understanding of Accounting Principles & Standards.
- Working knowledge of Excel and other Microsoft Office Suite productivity tools.
- Proficient in the use of accounting software or any other relevant tools for financial analysis and reporting.
- Strongly detail-oriented with a heavy focus on maintaining accuracy and integrity of accounts.
- Ability to multitask across different types of accounting-related projects.
- Cross-cultural interpersonal skills.

All applications must include a cover letter and a resume which has at least three referees. Send your applications via the link <https://forms.gle/yUBR7Fvz3PtfonaA6> Friday, 10th May, 2024. Candidates who had previously made application are encouraged to reapply. Due to the expected volume of applications, IEK will only enter further correspondence with shortlisted candidates.