

Job Title	Accountant/Project Administrator
Position Reports to	Hub Manager
Position Supervises	<ul style="list-style-type: none"> • Dairy Technologist • Accountant • All other hub employees



OSIEPE Practical Action is looking for a motivated accountant cum project administrator.

Responsibility

- Prepare and submit timely and accurate financial monthly reports on usage of hub and project funds to multiple the board and multiple partners
- Provide support for procurement process in a manner that's transparent, fair and in accordance with organizational policy.
- Provide logistic and operations support to the dairy hub activities.
- Effectively manage all service providers and suppliers
- Ensure all organizational equipment are well maintained and operating optimally and maintain fixed assets register
- Ensure that organizational cash flows (income and expenditures) are managed in a timely and accurate manner.
- Monitor budgets utilization and communicate variances on a regular basis to the management and partners.
- Engage with different partner institutions on timely submission of accounting reports.
- Provide administrative, operations and logistics duties for the hub operations as directed by the supervisor.

Education and Experience:

- Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or its equivalent qualification from a recognized institution Part II Certified Public Accountants (CPA) Examination or its recognized equivalent
- Work experience in a dairy and agri-processing facility or similar organizations for at least 2 years.
- Advanced MS Excel knowledge and experience are required
- Exposure to QuickBooks accounting package will be an added advantage

Competencies and skills:

- Excellent computer skills
- Excellent administrative skills
- Excellent report writing skills and strong personal communication
- Mature and self-motivated High Integrity and confidentiality
- Experience of accounting and/or bookkeeping
- Excellent communications skills
- Good planning and organizing skills
- Ability to work independently

Application Procedure

Interested Candidates should submit written applications including a cover letter and CV to osiepepa@gmail.com by close of business 24th of January 2019. Only shortlisted candidates will be contacted for further engagement.