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ACCOUNTANT

Northern Rangelands Trust (NRT) is a non-profit umbrella organization that supports 43-member Community Conservancies across northern and coastal Kenya with fundraising, technical support, governance advice and training, and security. Its mission is to develop resilient community conservancies that transform lives, secure peace, and conserve natural resources. It is a non-governmental organization headquartered in Lewa Wildlife Conservancy, Meru County. More information can be found at www.nrt-kenya.org.

The Northern Kenya Carbon Project:

The Northern Kenya Carbon Project is the world's first large-scale grasslands soil carbon project. It is one of the few large, landscape-level carbon removal ventures currently on the market. It is anticipated to remove and store 50 million tons of CO₂ over 30 years – the equivalent of the annual emissions from over 10,000,000 cars. The sale of this sequestered carbon from community rangelands in northern Kenya will create additional and much needed income for the communities and enhance both community development and conservation efforts. The Carbon project is owned by 14 community conservancy who are members of NRT. They provide leadership, oversight and strategies to the carbon project, while NRT provides technical support.

Purpose of the position:

Working closely with NRT Finance team in streamlining and strengthening financial accountability and management best practices, the accountant will be the primary point of contact when it comes to providing technical support in financial & Administration matters and ensuring all statutory compliance to financial / admin regulations and relevant policies. The individual will provide support to eleven conservancies including budgeting, reporting and risk management, ensuring that terms and conditions of the grants are met, as well as Conservancy statutory compliance.

Key Responsibilities:

- Verify, allocate, post and reconcile transactions
- Be proficient in all the daily, monthly and yearly accounting tasks for commercial companies.
- Prepare payments by verifying documentation, and requesting disbursements.
- Prepare daily and monthly ETR reconciliations, invoicing, preparing, posting and reconciling statutory payments (including withholding tax and VAT), posting and reconciliation of petty cash, incoming and outgoing payments, payroll, and all bank transactions.
- Prepare monthly, quarterly and yearly P&L, Balance sheet and Cash flow reports as well as various inventory trackers.

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- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Maintain financial security by following internal controls.
- Secure financial information by completing database backups
- Maintain customer confidence and protects operations by keeping financial information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Required to work closely with company auditors, various investors and donors to complete necessary audits.

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor's Degree in Finance/Accounting or related field.
- Possess CPA part 11 or equivalent.
- Minimum of 3 years' experience preferably in a NGO. Experience should include proposal budget development, Reporting and post award management.
- Experience in sub-grantee management and capacity building.
- A good understanding of the full cycle of a grant.
- Understanding of US GAAP.
- Advanced excel and analytical skills (Dashboard reporting, Power BI).
- Computer software skills like sun systems is highly preferred.
- Knowledge of USAID regulations will be an added advantage.
- Prior knowledge of either manufacturing accounting and/or biological asset accounting is an added advantage.
- Knowledge of the SAGE Evolution accounting package will be an added advantage.

If your profile matches the above job specifications, please send your application including a detailed CV highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on **Friday 10th June 2022** to: recruit@nrt-kenya.org addressed to: Operations Director, Northern Rangelands Trust, Private Bag, Isiolo-60300

Only shortlisted candidates will be contacted.