



*In Search of Better Health*

## **KENYA MEDICAL RESEARCH INSTITUTE**

A KEMRI –CCR Clinical Trials Research Project based in Thika is currently conducting clinical trials and is looking for motivated individual to fill in the following position:

**Position: Project Accountant/Administrator\_KMR 6 (1 position)**

**Location: Thika**

**Reports to: Fiscal and Administration Manager.**

### **Duties and Responsibilities:**

- i. Maintain project accounting records using QuickBooks accounting software;
- ii. Prepare and submit timely and accurate financial monthly reports on usage of project funds to multiple donors and sponsors for various studies;
- iii. To prepare monthly study budgets;
- iv. Monitor budgets utilization and communicate variances on a regular basis to the management and sponsors;
- v. To receive and account for office petty cash;
- vi. Maintain complete and accurate office petty cash records and reconciliations;
- vii. To assist in the management of office and study supplies;
- viii. Effectively manage service providers and suppliers;
- ix. Provide administrative, operations and logistical support to ongoing study activities;
- x. Manage project vehicles and coordinate transport;
- xi. To implement financial policies and procedures;
- xii. Assist in managing vendor and utility bills;
- xiii. Ensure all project equipment are well maintained and operating optimally and maintain fixed assets register;
- xiv. Maintain assets register and ensure that project equipment is well maintained;
- xv. Any other duty assigned by the Project Management from time to time.

### **Education and Experience:**

- i. Bachelor's Degree in Finance or Accounting from a recognized university.
- ii. CPA-K
- iii. Advanced excel knowledge and experience are required
- iv. Exposure to QuickBooks accounting package will be an added advantage
- v. Experience in procurement processes will be an added advantage

## **Competencies and skills:**

- i. Excellent computer skills
- ii. Excellent administrative skills
- iii. Excellent report writing skills
- iv. strong personal communication
- v. High Integrity and confidentiality
- vi. Experience of accounting and/or bookkeeping
- vii. Excellent communications skills
- viii. Good planning and organizing skills
- ix. Ability to work independently

## **Terms of employment**

Employment is a one-year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

## **HOW TO APPLY**

Successful candidates will be required to provide the following: Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Ethics and Anti-Corruption Commission clearance.

Kindly attach your CV, cover letter, copies of certified academic and professional certificates, testimonials and other relevant documents.

All applications to be done through KEMRI Website [www.kemri.go.ke/e-recruitment](http://www.kemri.go.ke/e-recruitment) -E-Recruitment Portal on or before 4<sup>th</sup> September, 2024, **5.00 p.m.**

Please visit the KEMRI web site [www.kemri.go.ke](http://www.kemri.go.ke) for more details on the advertisement.

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.**

Only those shortlisted will be contacted.