



## **PROGRAM ACCOUNTANT**

**Reporting line:** Mirror of Hope CBO Director.

### **Duties and Responsibilities**

- Analyze periodic financial reports from the departments and projects and compile the organizational comprehensive report submission to the Director.
- Updating of the accounting system.
- Ensure MOH is compliant with international accounting standards and national finance regulatory frameworks
- Monitor the cash and assets of Mirror of Hope by conducting spot checks, system checks, inventory checks, and internal checks. This extends to operational work on areas such as stock taking, bank reconciliations, physical cash counts and getting involved in issues of daily concern to the department or project in need of follow up.
- Ensure all income due is received & recorded in compliance with all relevant donor & internal guidelines
- Assist in internal and external audit processes.
- Assist projects heads in accounting issues, taking care of their concerns and building their capacity in areas of need.
- Maintain suitable system for filing all invoices and other items relating to the accounting system.
- Assist in the preparation of management financial statements.
- Assist departments and projects by giving them directions regarding their budgeting processes.
- ensuring proper filling of financial records and support documentation.
- Always maintaining updated financial information/data of the organization. This includes all proposals, budgets and financial reports.
- Advising the Mirror of Hope Director on all financial issues relating to the organization.
- Ensure that all provisions of the Code of Conduct, policies, financial procedures and management reports are implemented.
- In charge of Payroll (salaries) processing and ensure compliance with statutory deductions and timely payment.
- And any other duty/duties as assigned by the Director.

### **Minimum Qualifications/Requirements:**

1. He/she must be a holder of bachelor's degree in commerce from a recognized University majoring in accounting or finance and with CPA intermediate or part II.
2. Minimum of 2 years' experience in donor fund management.

3. Experience and competence in use of Basic Computer applications e.g. MS Excel.
4. Proven experience with computerized accounting systems especially Xero Accounting system
5. Strong analytical skills, team player and self-driven.
6. He/She must have strong interpersonal skills together with excellent written and verbal communication skills.
7. Experience in accounting of multi – currencies.
8. Sound experience in preparation of projects' financial reports.

**Terms of Employment:**

- One-year Renewable Contract
- Probation period for the first 3 Months

**Application:**

Interested candidates **WHO FULLY MEET** the above criteria should send their applications to [info@mirrorofhopeco.org](mailto:info@mirrorofhopeco.org) with **Subject. Accountancy Job Application.**

**The Closing date for receiving applications will be 11<sup>th</sup> October 2024.** Mirror of Hope is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.