

**Job Title: ACCOUNTANT**

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| <b>Job Title:</b> Accountant | <b>Reports to:</b> Snr Accountant |
| <b>Direct Reports:</b> None  | <b>Division:</b> Finance          |
| <b>Department:</b> Finance   | <b>Current Grade:</b> 2           |

**Job Purpose**

The purpose of the job is to support KCDF and its related entities in the verification and timely processing of transactions and payments, including the generation of periodic reports providing a record of all financial activities. This role additionally supports the finance department in grant management, funder reporting, audit and various financial activities.

**Key duties and responsibilities**
**1. Financial, Property and Endowment Fund Accounting**

- Maintain accurate accounting records and process financial transactions in compliance with IFRS and internal policies.
- Manage general ledger accounts, fixed asset registers, depreciation schedules, and commercial property accounting records.
- Monitor rental income, tenant deposits, arrears, property expenses, and ensure compliance with tax and regulatory requirements.
- Coordinate with property managers to support accurate financial reporting.
- Maintain endowment fund financial records, ownership registers, and contribution schedules.
- Record investment income, expenses, payouts, and process approved drawdowns and payment instructions.
- Reconcile fund contributions and coordinate with administrators, custodians, and other service providers to ensure accurate reporting
- Perform regular bank, ledger, investment, and rent collection reconciliations.
- Validate payment requests against approved budgets, organizational policies, and donor guidelines.
- Confirm that expenditures are eligible and are supported by documentation

**2. Financial Management**

- Manage petty cash funds, ensuring they are used appropriately and within set limits.
- Assist with month-end closing procedures and reconciliations
- Reconcile accounts ledger to ensure accuracy and completeness.
- Assist in the preparation for project and institutional audits, including documentation and data collection.
- Ensure all financial documents are periodically archived in line with the document retention policy and guidelines of the organization

**3. Grants Management and compliance**

- Compile financial reports for funders that are comprehensive, accurate, and aligned with donor policies and guidelines.
- Participate in the budget developing process for various projects and grants.

**Physical Address**

4th Floor, Morningside Office Park, Ngong Road, P.O. Box 10501-00100, Nairobi, Kenya

**Telephone & Mobile**

(254-20) 8067440/01/01/3540239  
(254) 722168480 / (254) 736449212

**Email**

info@kcdf.or.ke

- Review grantee financial reports, checking for compliance with donor guidelines and organizational policies.
- Offer guidance, support including training to grantees on best practices in financial reporting, compliance, and accounting.
- Regularly visit grant-funded projects to verify compliance with grant terms, assess progress, and provide on-site support as needed.

Any other duties as assigned by management from time to time.

### Working relationships

**Internal Relationships:** Programs team, Logistics, Partnerships and Resource Development,

**External Relationships:** Partners, Funders, Fund Builders,

### Knowledge, experience and qualifications required

- A bachelor's degree in accounting, Finance or related field
- CPA (K),
- Five (5) years' experience in a similar role or equivalent

### Competencies

#### Technical & Behavioural competencies

- Proficiency in accounting principles, standards, and practices.
- Familiarity with accounting software's preferably, Microsoft Dynamics 365.
- Understanding of regulatory and donor-specific reporting requirements.
- Strong skills in budget creation, analysis, and monitoring.
- Knowledge of internal and external auditing processes.
- Ability to manage statutory returns and tax payments.
- Understanding of grant accounting and compliance.
- Skill in analyzing financial data to identify trends and insights.
- Ability to explain financial concepts to non-finance team members.
- Effective prioritization and organization of tasks.
- Ability to handle multiple responsibilities and meet deadlines.
- High ethical standards and adherence to financial regulations.
- Ability to work effectively with cross-functional teams.

### Responsibility for finances and physical assets

- The jobholder participates in budgeting process including tracking of expenses and is accountable for work tools assigned.

### Decision-making

- The jobholder has decision making authority within existing guidelines and provides recommendations to facilitate final decisions

### Information

- The job requires a high level of confidentiality

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### Working Conditions

**Working Environment:** The job is office based with less than 5% travel requirement. There are minimum disagreeable conditions

**Job Hazards:** The job has minimal exposure to hazards or risks

### How to Apply

Applications by qualified candidates should be submitted only by email to **jobs@kcdf.or.ke** and addressed to the Executive Director, quoting the position applied for in the Subject Line. Attach a CV and a cover letter stating your current position, email address, and telephone number.

The closing date for application is **5 pm EAT on 6<sup>th</sup> September 2026**. Only short-listed candidates will be contacted.

KCDF is an equal opportunity employer. Any form of canvassing will lead to immediate disqualification. KCDF does not charge any application fees.

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