

**STs. JOHN & SYLVIA CATHOLIC PARISH, OUR LADY OF DIVINE MERCY
SHRINE
P.O. BOX 224, KITENGELA - 00242
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POSITION TITLE: Parish Accountant

CONTRACT TYPE: Part-time

CONTRACT PERIOD: One (1) Year

MODE OF APPLICATION: Hand delivery.

DEADLINE FOR APPLICATIONS: 28th August 2023

Specific Duties and Responsibilities

Working closely with the Parish Finance Committee (PFC) Chair and the Parish Priest to support in the administration of Parish Financial Resources.

- ✓ Prepare adequate accruals for all unpaid invoices of a particular month and make releases once payment has been affected. Ensure all accruals are reconciled to the general ledger on a monthly basis.
- ✓ Respond to vendor inquiries and reconcile vendor statements.
- ✓ Make reconciliations of prepayments, provisions and staff advances and submit schedules within the required time.
- ✓ In consultation with Parish Finance Chair, maintain updated cashbook(s) for reference before any payments are processed.
- ✓ Prepare monthly bank reconciliations for all parish accounts.
- ✓ Ensure timely posting of all non-current Assets into the accounting software and issuing of Local Purchase Orders
- ✓ Prepare billing instructions for clients for the delivery of services.
- ✓ Responsible for Issuing of Proforma invoices and all claims on a timely basis and ensure they have gone through the relevant approval process and within agreed service levels and ensure they are duly recorded in the correct entity.
- ✓ Regular updates of income stream through account reconciliation of project accounts; company expenditure, income etc.
- ✓ Verification and filing of all documents related to accounts receivable in the finance department.
- ✓ Ensure **that** tax is correctly accounted for on all payments in accordance with the Income Tax Act and provide suppliers with their Withholding Tax (WHT) certificates on a timely basis.
- ✓ Regular issuing of updated monthly financial reports.
- ✓ Propose and document standard operational procedures.
- ✓ Initiation of transactions in the Smart Parish system for approval
- ✓ Implement and train staff on use of Smart Parish System
- ✓ Track implementation of the annual parish budget and the strategic plan
- ✓ Introduce controls in the running of all parish projects and ventures including but not limited to water billing and payment, book sales, pledge tracking, offertory reporting among others.
- ✓ Proper filing & organizing of all documents pertaining to the above tasks for ease of retrieval.
- ✓ Any other duties as may be assigned by the Parish.

DESIRED SKILLS & EXPERIENCES

- ✓ Familiar with QuickBooks, Sage, and ERP Accounting Systems
- ✓ Knowledge of IFRS and Kenyan tax legislation
- ✓ Computer literacy with proficiency in spreadsheets and accounting softwares
- ✓ High level of integrity, commitment and strong character attention to detail
- ✓ Knowledge of smart parish is an added advantage.

MINIMUM QUALIFICATIONS

University degree holder in Accounting/Finance or related field. Enrolled, part or fully certified in the accounting profession (ACCA, CPA, & CIMA).

At least 3 years of post-graduate relevant working experience in finance/accounting related field.