



## AFRICAN FUND for ENDANGERED WILDLIFE (KENYA).

Nyumbi Road,  
Lang'ata,  
Nairobi, Kenya

Date: 27<sup>th</sup> November 2023

P. O. Box 15124-00509  
Lang'ata,  
Nairobi, Kenya

### VACANCY : ACCOUNTS ASSISTANT – AFEW KENYA – Recruitment /002/2023

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- Job Role: Support the financial reporting function, through the generation /preparation of source documents and capture, within a pre-set control environment, as required by the International Financial Reporting Standards.**
- Job Level :** Entry Level.
- Job Description:**
  - Preparation of payment vouchers to the organisations suppliers
  - Preparation of sales invoices.
  - Bank reconciliations
  - Source data (Payments vouchers, Sales receipts, Goods received,) capture using provided Management Information Systems to support development of Financial Statements.
  - Preparation and remittance of payroll statutory remittances. (NHIF, NSSF, PAYE, NITA, Housing Levy).
  - Storage and archiving of accounting documents.
- Academic Qualification:**  
Completed CPA Part 2 (Section 3 & 4)/ Diploma in Accounting
- Work Experience:**  
Non Required (Exposure to an accounting environment for 3-6 months is an added advantage)
- Personal Skills required:**
  - An appreciation for the accounting environment and accounting cycle.
  - Good communication Skills
  - ICT proficiency, MS Office – required.
- How to apply:**  
All interested candidates should submit an application cover letter and curriculum vitae by email only, quoting the vacancy name and reference to the address below, by close of business day 12<sup>th</sup> December 2023. You are advised to name your curriculum vitae and cover letter using your name.

**Receiving address**  
**The Chief Executive Officer**  
**AFEW Kenya**  
**Email address: [Hr@giraffecentre.org](mailto:Hr@giraffecentre.org)**

  
**Mr. C.O. Nyang'aya**  
**Chief Executive Officer - African Fund for Endangered Wildlife Kenya**

