



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

ACCOUNTS ASSISTANT (VAT & DA1 ADMINISTRATION) - USAID FAHARI YA JAMII PROGRAM – AD/11/262/23, 1 POST

The Project

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari ya Jamii) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties. To successfully implement, the project seeks to competitively fill the above position:

The Position

This is a fulltime position based in Nairobi

Duties and responsibilities

- Ensure that DA1 forms are timely filled for all invoices that meet the threshold and package of completed forms dispatch to USAID for approval. (4 copies of DA1 forms are prepared for every invoice: 1 copy for the supplier, 1 copy for KRA, 1 copy for USAID and 1 copy for FYJ).
- Ensure that each DA1 is accompanied with the relevant invoice and valid TCC for the supplier.
- Received approved DA1 forms from USAID and review for any feedback.
- Separate out rejected DA1 forms and attend to corrections required and resubmit for approval.
- File FYJ's copy of approved DA1 and dispatch suppliers copy for VAT reimbursement. Initial dispatch will be done via email with hard copy dispatch to follow.
- Ensure acknowledgement of receipt of hard copy dispatched to the suppliers via documented sign off.
- Update the VAT Master Matrix report capturing all the details of each DA1 form, updating the status of reimbursements/refunds. Capture/track follow up dates with the suppliers.
- Make frequent follow up with the suppliers to reimburse the VAT approved for exemption. The follow up will be done via email, calls and physical visits. Each follow up feedback should be documented.
- Provide the Senior Finance Officer and Senior Project Accountant with information on reimbursements made via cash/cheque deposits or credit notes and ensure these are credited to the ledger accounts where the initial expense was booked.
- Prepare the bi-weekly VAT Status report for review by Senior Finance Officer and FAM for onward submission to USAID.

- Track DA1 applications submitted and not yet received from USAID and prepare a list of such DA1 as part of the bi-weekly report to USAID.
- Compile a monthly report on refunds received and the expenditure budget line that these have been credited.
- Any other duties that may be assigned by the supervisor

Job specifications

- Either a Bachelor's degree in any of the following fields: Accounting, Finance or Business Administration **OR** Certified Public Accountant , Kenya CPA (K) or equivalent qualifications
- At least two (2) years' relevant experience
- Knowledge of and experience in Public Finance & Procurement Procedures in an NGO setting will be an added advantage.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-aavda@fyj.uonbi.ac.ke

CLOSING DATE: FRIDAY, DECEMBER 8, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**