FINANCE ASSISTANT ADVERTISEMENT

USAID Dumisha Afya project is a five-year USAID funded service delivery project, under the auspices of Moi Teaching and Referral Hospital (MTRH), whose aim is to provide sustainable efforts in access to health care by increasing the use of county-led health and social services in Bungoma and Busia counties through support from the American people. This is a service delivery project at the county level, providing HIV prevention, Care and Treatment services. The project is expected to support the Government of Kenya (GoK) in attaining its goal of addressing HIV/AIDS, safeguarding the rights and welfare of children and adolescents impacted by HIV/AIDS, and ensuring equitable access to and use of quality primary health care services by the most vulnerable.

Applications are invited for the following internship position in the USAID Dumisha Afya Program:

POSITION: FINANCE ASSISTANT – (1 POSITION)
STATION: BUNGOMA
JOB GROUP: RS 8

Duties and Responsibilities:
Reporting to Finance Officer

- Assist in raising staff advance surrenders in Microsoft Dynamics Navision (ATP)
- Support in processing payments to vendors and staff
- Responsible for processing of payments to participants using MPESA
- Responsible for filing and retrieval of finance documents
- Follow-up and Address MPESA related queries from counties
- Responsible for notifying to requestors when requests are is fully approved and ready for cash collection
- Assist in following up of receivables and payables
- Support in following up VAT refunds/reimbursement with vendors
- Support in monthly MPESA account reconciliation within policy timelines
- Any other duty as may be assigned by the Supervisor from time to time

Qualifications:

- Must have a Degree in Bachelor of Commerce Accounting option/Finance Option from a recognized institution.
- Must have passed at least CPA Part 1 Section 2 or equivalent.
- Proficiency in use of Microsoft Office.
- USAID experience will be an added advantage

Terms of Employment

The successful candidate will be engaged on one year contract, with a possibility of renewal subject to availability of funds, satisfactory performance and need for the service. Candidates who meet these requirements and are interested should submit a signed application letter, copies of certificates together with detailed curriculum vitae on or before 18th July 2024 at 5:00 pm to the address below.
Chief of Party,
USAID Dumisha Afya Program,
Bungoma.

All application should be done via email at: recruitment@usaiddumishaafrica.or.ke

Only e-mail applications are accepted.

Please note only shortlisted candidates shall be contacted.

"USAID Dumisha Afya is an equal opportunity employer."