VACANCY ANNOUNCEMENT:
Office Accountant – Samuel Hall

Samuel Hall is seeking a professional, motivated and committed individual to join its team as an Office Accountant based in Nairobi, Kenya.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience of complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia and the United Arab Emirates, we are based in the regions we study.

We have over ten years’ experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well public and private sector entities. It’s an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South’s high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team-players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

Tasks & Responsibilities

Objective 1 – Financial Support

- Provide support in planning and developing the company’s procedures, financial functions and performance.
- Assist in the development of the company’s short and long-term financial objectives.
- Support all aspects of the finance and accounting functions of the company.

Objective 2 - Analysis, Forecasting and Reporting

- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Finance Manager.
- Support in developing reliable cash flow projection processes and reporting mechanisms that include minimum cash threshold to meet operational needs, and modelling to improve cash flow planning.
- Support in country budget planning and development.

Objective 3 - Financial Management Support

- Provide support in the planning and implementation of all financial related activities of the company.
- Provide technical financial support to those within the global financial team.
- Review and provide support in the implementation of policies and procedures of the company to improve the overall financial effectiveness of the operations (from budgeting processes to banking operations)

Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

Vacancy Requirements

Required

- Bachelors preferably in Accounts, Business Administration, Economics, Commerce or other relevant field.
- Valid membership in any professional body in good standing institution (ACCA, ICPAK etc)
● Proficiency in computer applications (XERO, Quick books, petty cash, Excel etc)
● Minimum of 2 years relevant work experience
● Excellent interpersonal and communication skills.
● Keen attention to detail
● Ability to be patient and to work well within a global team.
● Ability to cope well under pressure, occasionally work irregular hours and meet tight deadlines in a fast-paced organisation.

Desirable
● Masters degree highly desirable
● Posses a valid practising certificate
● Knowledge of institutional frameworks and policies
● Demonstrated interest in humanitarian and development work.

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<thead>
<tr>
<th>Location</th>
<th>Nairobi, Kenya</th>
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<tbody>
<tr>
<td>Position</td>
<td>Office Accountant</td>
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<tr>
<td>Contract duration</td>
<td>2 years</td>
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<td>Vacancy closure</td>
<td>Open until filled</td>
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<td>How to apply</td>
<td>All applicants should follow the link to apply: <a href="https://assessment.testapril.com/testtaker/publicinvitation/89723500-0ee9-4553-8de1-e8f353b1755c">https://assessment.testapril.com/testtaker/publicinvitation/89723500-0ee9-4553-8de1-e8f353b1755c</a></td>
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Samuel Hall is an equal opportunities employer. Interviews will be conducted on a rolling basis and only selected applicants will be notified within two weeks.