

CALL FOR JOB APPLICATIONS.

Title: FINANCE OFFICER

INSTITUTION: ST. THERESE VTC

ROUSSEL HOUSE

P.O. Box 24215 00502
Karen – Nairobi, Kenya

Call Us: +254 739 309593 / +254 796 111009/ +254 722 306030

Email: info@rousselhouse.com

ST. THERESE VOCATIONAL TRAINING CENTRE

St. Therese Vocational Training Centre is one of the apostolate of Donum Dei Missionaries initiatives. The centre carries out training for young people, giving them an opportunity to acquire skills in catering and other fields of life using the newly modernized facilities.

The center offers courses in **Catering and Accommodation Management, Food and Beverage Service, House Keeping and Laundry Operations, Life Skills and Computer Skills.**

Minimum Qualifications, Experience and Skills.

1. Have a bachelor's degree in Commerce(Option Finance or option Accounting)
2. Certified Public Accountant(CPA-K) or ACCA (CPA all the six modules)
3. Must have a knowledge of the GAAP and the Ethical Practices in accounting.
4. Ability to perform principles and practices of accounting including general ledger debit, credit and journal entries.
5. Computer literacy in the relevant packages and namely, proficient in QuickBooks and Skills in using the latest software and technologies
6. High level of integrity.
7. Leadership potential and very good communication skills.
8. Time management and ability to learn quickly.
9. Capable of doing research in order to innovate and improve the quality of work
10. Can teach bookkeeping and computer to students

KEY ROLES AND RESPONSIBILITY.

1. Keep strict confidentiality.
2. Enter daily income and expenditure into QuickBooks, including getting bank receipts from students and entering them in the QuickBooks and prepare monthly statements
3. Gathering, interpreting, recording and keeping all financial matters.
4. Approval of payments/payment vouchers
5. Review disbursement and utilization of donor funds and research grants to ensure compliance with existing regulations.
6. Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
7. Raising and approval of payment vouchers and ensure timely payments
8. Collection of school fees and follow-ups on defaulting students in order to propose appropriate measures against them.
9. Prepare statutory deductions i.e., PAYE, NSSF, NHIF in time and submit.
10. Ensure all utility payments are made on time i.e. internet bills, electricity bills, security and personnel.
11. Prepare a budget together with the other departments/services for the coming fiscal year by mid-June to be submitted to the Principal on 30th July every year.
12. Ensure the backup system for the financial documents and carry out yearly inventory.
13. Preparing reports or necessary documents for auditing.
14. Evaluating financial operations and recommend the best practices, identify issues and strategize solutions and help the organization run efficiently.
15. Provide financial consultancy & advisory services to the institution management and namely by giving a financial opinion and offering guidance on cost reduction, revenue enhancement and profit maximization.
16. Contacting forecasting and risk analysis assessments.
17. Ensure at least three proformas are obtained before purchasing any item. The decision of purchasing any item is taken by the Principal after proper documentation.
18. Keeping a list of suppliers and their company profile and customer list.
19. Follow up payment for booking NITA and KNEC Exams working hand in hand with the secretary.
20. Write proposals for local and international fund raising to support St. Therese's development programme/ activities and students 'school fees.
21. Make invoices and quotation for guests.

22. Ensuring the institution financial systems are sound in design & operation & comply with international financial reporting standards & other professional & regulatory guidelines
23. Ensuring economic utilization of the institution resources & other assets
24. To be ready to undergo further training relative to the Job if necessary, under the conditions to be agreed on with the Institution including specific binding contracts.
25. Perform other job related duties as assigned by the Principal.

IMPORTANT SKILLS.

1. **Attention to details:** Accountant must pay strong attention to details for accuracy, with the amount of financial data that must be analyzed, it can be easy to make mistakes and simple errors can translate into much larger problems if not rectified on time.
2. **Business acumen:** The accountant must have the ability to make good judgments and take quick decisions and this is possible if they have a solid foundation in business which provides a context to the financial information needed.
3. **Computer literacy:** professionals in this field needs to be able to use advanced accounting software and other computer-based tools to work effectively.
4. **Analytical skills:** collecting and analyzing financial data is an important aspect of identifying patterns and potential issues. Applying of data analytics to the accounting field is an emerging trend in the industry and is expected to have a growing impact in the future.
5. **Good communication skills:** Accountants must be able to listen carefully in order to accurately gather facts and figures from clients, managers or the stakeholders. They must be able to clearly articulate the results of their work and present their finding in written reports.
6. **Professionalism:** conduct one-self professionally at all times and ensure credibility. Being honest, respectful and trustworthy with high level of professionalism.

Method of Application

All Applications including, motivation's letters, CVs and copies of relevant certificates should be submitted to the Principal of St. Therese VCT on or before 30th October 2022.