A KEMRI –CCR Clinical Trials Research Project based in Thika is currently conducting clinical trials and is looking for motivated individual to fill in the following position:

**Position:** Project Accountant/Administrator (1 position)

**Location:** Thika

**Reports to:** Fiscal and Administration Manager.

**Job purpose:** The selected candidate will handle project accounting, logistics and administrative duties at the Clinical Trials site in Thika.

**Responsibilities:**

- Maintain project accounting records using QuickBooks
- Prepare and submit timely and accurate financial monthly reports on usage of project funds to multiple donors and sponsors for various studies.
- To prepare monthly study budgets.
- Monitor budgets utilization and communicate variances on a regular basis to the management and sponsors.
- To receive and account for office petty cash.
- Maintain complete and accurate office petty cash records and reconciliations.
- To assist in the management of office and study supplies.
- Effectively manage service providers and suppliers.
- Provide administrative, operations and logistical support to ongoing study activities.
- Manage project vehicles and coordinate transport.
- To implement financial policies and procedures.
- Assist in managing vendor and utility bills.
- Ensure all project equipment are well maintained and operating optimally and maintain fixed assets register.
- Maintain assets register and ensure that project equipment is well maintained.
- Any other duty assigned by the management from time to time.

**Education and Experience:**

- Must have a Bachelor’s Degree in Finance or Accounting
- Be a Certified Public Accountant
- Advanced excel knowledge and experience are required
- Exposure to QuickBooks accounting package will be an added advantage
Competencies and skills:

- Excellent computer skills
- Excellent administrative skills
- Excellent report writing skills
- Strong personal communication
- Mature and self-motivated
- High integrity and confidentiality
- Experience of accounting and/or bookkeeping
- Excellent communications skills
- Good planning and organizing skills
- Ability to work independently

Terms of employment

Employment is a one-year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

HOW TO APPLY

a) All applicants must meet each selection criteria detailed in the minimum requirements.
b) Must include a current CV with names of at least 2 referees.
c) Must include copies of academic and professional certificates.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: phrdrecruit@pipsthika.org not later than 21st September 2023.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WHO ARE ABLED DIFFERENTLY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.

Only those shortlisted will be contacted.