



## **KENYA MEDICAL RESEARCH INSTITUTE**

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](mailto:phrdrecruit@pipsthika.org) not later than **21<sup>st</sup> September 2023**.

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WHO ARE ABLED DIFFRENTLY, 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.***