



MAUA METHODIST HOSPITAL

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[www.methodisthospitalmaua.org](http://www.methodisthospitalmaua.org)

## ADVERTISEMENT

### CHAP STAWISHA ACCOUNTANT POSITION

Maua Methodist Hospital (MMH) is a national institution of the Methodist Church in Kenya which was established in 1928 by the British Methodist Missionaries in obedience to the great commission of Christ. From that humble modest start the hospital has grown to a regional Referral and Teaching Hospital in Meru County. MMH is also a hub for community health and development services.

As a provider of **quality** and **compassionate health care in obedience of the great commandment**, we recognize that a team of people with great **character, compassion** and **excellent skills** are our most valuable resource. To strengthen our team, we are seeking to hire for a **CHAP Stawisha Accountant**.

#### Qualifications, Experience, Competencies and Personal Attributes Required:

- A Bachelor's degree in Business Administration, Accounting, Commerce or Finance
- Must possess a CPA II
- Minimum of three (3) years relevant working experience
- Must have knowledge in use of MS office packages, HMIS and QuickBooks.
- Must be a born again and committed Christian with evidence of maturity in faith
- Must be an honest person full of integrity in their personal conduct and handling of job responsibilities
- Must demonstrate high integrity and ethical practice
- Must demonstrate ability to work independently with minimum supervision
- Must be a team player who is able to work cordially in teams
- Must demonstrate ability to multitask.
- Must demonstrate commitment to operational effectiveness
- Should have ability to solve problems by applying relevant business knowledge
- Should demonstrate professional expertise in the relevant work area
- Must have the ability to communicate for both written and oral communication
- Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals

#### If you possess the above, we are looking for you:

Send an application letter and curriculum vitae (CV) only to the **Human Resources Manager** via [mmh.recruitment@gmail.com](mailto:mmh.recruitment@gmail.com) on or before **14<sup>th</sup> January 2025** and fill an auto-replied **online application form**. If you do not receive the auto reply, check your spam/junk mail. **Please note, due to high volume of applicants only shortlisted candidates will be contacted.**

For further details regarding the position please visit our website:

[www.methodisthospitalmaua.org](http://www.methodisthospitalmaua.org)



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### **CHAP STAWISHA ACCOUNTANT JOB DESCRIPTION**

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The position requires the person to provide accounting services, financial management as per the GAAP. This includes financial reporting, cash flow management, grant, and compliance management and asset management. The Job requires knowledge in USD rules and regulations and quick books.

Suitable candidate should have high integrity, keen on details, able to work with minimum supervision, accurate and timely reporting, team player, able to uphold confidentiality and professionalism.

- Prepare books of accounts through Quick books and generate project financial reports to facilitate timely reporting and appropriate financial decisions.
- Ensure all expenses are adequately covered, support documents should be authentic so that can be vouched.
- Ensure accurate and secure filing of accounting documents to facilitate retrieval and accountability.
- To facilitate bank transactions and facilitation of project payments
- Timely Submission of project financial reports, projections, and wire transfer requests.
- Reconciliation of accounts monthly.
- Custodian of cheque books, books of accounts, vouchers, receipt books and other accounting documents
- Uploading of the monthly financial reports in Alfresco
- Support procurement and ensure the procurement procedure is followed as stipulated in the sub award document.
- To support budgeting process and budget monitoring throughout the implementation period and ensure spending is within the budget and does not exceed 10% in budget lines.
- To prepare quarterly burn rate reports and share with the team for project reprogramming.
- To prepare project implementation costed work plan together with the team.
- To prepare Donor reports e.g. the annual expenditure reports, HRH, VAT, and others as may be required.
- Ensure compliance with the existing statutory requirements on staff deductions and Timely filing and submissions.
- Manage the Payroll for all program staff at the facilities.
- Maintain a comprehensive asset register for all project assets and ensure asset verification is done quarterly.
- Support external audit by ensuring that accurate audit scheduled is prepared and shared, Support the fully audit process and ensure all the findings are closed within the stipulated time.
- Ensure satellites are adequately managed i.e. timely reimbursement. Mentorship of the satellited on the donor requirements around finance.
- Take lead in risk management, ensure internal controls are fully adhered to, ensure the policies and procedures are available and updated.