



EMPLOYMENT CALL: HJ-04-05-26

ACCOUNTS ASSISTANT POSITION

I. About Hakijamii

Economic and Social Rights Centre – Hakijamii is a national human rights organization committed to advancing the realization of Economic, Social and Cultural (ESC) rights as enshrined in Article 43 of the Constitution of Kenya, 2010.

The organization works to address structural inequalities that limit access to essential services such as housing, land, healthcare, water, sanitation, and education. Through a human rights-based approach, Hakijamii empowers rights holders to claim their rights while engaging duty bearers to promote accountability, inclusive governance, and equitable resource allocation.

As Hakijamii continues to expand its programmes and partnerships, strengthening financial systems and internal controls remains critical to ensuring accountability, transparency, and effective delivery of its mandate.

II. Background

Hakijamii recognizes that sound financial management and strong internal control systems are essential for organizational effectiveness and donor confidence. As the organization's programmes grow in scope and complexity, there is increased demand for timely, accurate, and compliant financial processing, reporting, and documentation.

The Accounts Assistant will play a key role in supporting day-to-day financial operations, ensuring compliance with internal policies, donor requirements, and statutory obligations, while contributing to efficient financial management systems.

III. Purpose of the Position

The Accounts Assistant will support the finance function in maintaining accurate financial records, processing transactions, and ensuring proper documentation and compliance. The role is critical in supporting timely financial reporting, audit readiness, and effective budget tracking across programmes.

IV. Key Responsibilities

The Accounts Assistant will be responsible for:

1. Financial Processing & Payments

- Prepare payment vouchers and ensure completeness of supporting documentation.
- Process supplier invoices, staff reimbursements, per diems, and consultancy payments.
- Verify arithmetic accuracy and correct budget coding before posting transactions.
- Manage petty cash and ensure proper reconciliation and replenishment.
- Assist in preparation of monthly financial reports and schedules.

2. QuickBooks Management & Financial Systems

- Record all financial transactions in QuickBooks in a timely and accurate manner.
- Post payments, receipts, journal entries, and bank transactions.
- Maintain updated supplier and customer ledgers.
- Assist in monthly bank reconciliations within QuickBooks.

3. Donor Compliance & Project Finance Support

- Ensure expenditures comply with approved donor budgets and agreements.
- Track project advances and follow up on timely accountabilities.
- Maintain proper physical and electronic filing systems for donor-funded projects.
- Support preparation of donor financial reports and supporting schedules.
- Review consultant timesheets and verify documentation before processing payments.

4. Procurement & Logistics Financial Support

- Assist in procurement processes, including preparation of RFQs, comparative analyses, and issuance of LPOs/LSOs.
- Support invoice verification and ensure proper documentation before payment processing.
- Ensure vendor documentation is complete (PIN, bank details, tax compliance, eTIMS invoices).
- Process workshop-related payments (venue, accommodation, per diem, transport reimbursements).
- Maintain supplier reconciliation statements and payment trackers.

5. Payroll & Statutory Compliance

- Support payroll preparation and verification.
- Prepare schedules for statutory deductions (PAYE, NSSF, NHIF, WHT).
- Ensure timely remittance of statutory deductions.
- Maintain statutory compliance documentation and filing.

6. Audit & Internal Controls

- Prepare audit schedules and documentation for internal and external audits.
- Ensure compliance with internal control policies and procedures.
- Support implementation of audit recommendations.
- Assist in maintaining an updated asset register in coordination with Administrator.

7. General Office & Administrative Support

- Assist in coordinating daily administrative operations to ensure smooth office functioning.
- Support planning and logistics for meetings, workshops, and staff events.
- Prepare and organize administrative documentation, reports, and correspondence.
- Maintain proper filing systems (physical and electronic) for easy retrieval and audit readiness.
- Follow up with service providers and consultants to ensure timely delivery of services.

Key Competencies

- Strong proficiency in QuickBooks and MS Excel
- High level of accuracy and attention to detail
- Strong numerical and analytical skills.
- Knowledge of donor-funded project financial procedures
- Understanding of Kenyan statutory compliance requirements
- Good organizational and documentation skills
- Integrity, confidentiality, and accountability
- Ability to work under minimal supervision and meet deadlines.

V. Required Qualifications and Experience

- Bachelor's degree in accounting, Finance, Business Administration, or a related field from a recognized institution.
- Diploma in Accounting/Finance may be considered only if complemented with CPA Part II or higher.
- Minimum of 3 years' relevant experience, preferably in an NGO or donor-funded environment.
- Experience in financial reporting, reconciliations, and basic bookkeeping required.
- Proficiency in MS Excel and MS Office applications.

- Experience with accounting software (e.g., QuickBooks, Sage, or similar systems).
- Knowledge of basic financial systems, record keeping, and data entry.
- Understanding of donor reporting and compliance requirements is an added advantage
- Knowledge of Kenyan financial regulations and basic statutory requirements

VI. Core Competencies

- High level of integrity and professionalism
- Strong attention to detail and accuracy
- Good organizational and time management skills
- Ability to work under pressure and meet deadlines
- Strong teamwork and communication skills
- Ability to work with minimal supervision

VII. Application Process

Interested and qualified candidates should submit:

- Cover letter outlining suitability for the role
- Updated Curriculum Vitae (CV)
- Copies of relevant academic and professional certificates

All applications should be sent via email to esrc@hakijamii.com, addressed to the Executive Director with the subject line REF: HJ-04-05-26, to be received on or before **Friday 22nd May 2026**. Kindly visit our website on www.hakijamii.org for more information about the job opportunity.

Applications will be reviewed on a rolling basis, and early applications are encouraged.

Hakijamii is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. Please note that we do not charge any fees for recruitment process. Canvassing will lead to automatic disqualification.