



VVOB - Education for Development – ACCOUNTANT- ACSL

Who are we?

- **VVOB – education for development is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. Our head office is based in Brussels, Belgium.**
- We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. The ACSL team works toward this goal by providing Technical Support to governmental and other education actors across Africa. In doing so, we ensure capacity building of governmental and other education actors.
- Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?
- We are looking for an Accountant for the African Centre for School Leadership (ACSL) who will operate from our office in Nairobi, Kenya. Do you want to take on this challenge? Then continue reading!

Position in the organisation

- As Accountant you contribute to this ambition and these values by taking initiative whenever necessary to ensure the high-quality management of financial resources at the VVOB country office.
- The accountant reports to the Operations manager. You are part of the operations and finance unit and work closely with your direct colleagues in the finance team. Furthermore, you work closely together with all other departments within your country and the finance department at HQ (or with other country teams.)
- As Accountant You are part of and work closely together with members of the operations team in VVOB Kenya and African Centre for School Leadership (ACSL) in particular

Result areas of this position:

- Review all payment processes on a weekly and monthly basis.
- You ensure proper and timely update of the accounting system (Navision) and timely collection of good quality accounting documentation according to the latest financial guidelines.
- Review all procurement processes for all programmes and projects to ensure accuracy in the use of budgetlines and account codes, donor compliance and reporting requirements.
- You pro-actively provide information and support to the program team and relevant partners to improve the

accounting system and to develop the capacity of them in the field of accounting and accounting requirements.

- You coordinate and supervise the compliance and correct implementation of financial guidelines and procedures.
- You facilitate continuous improvement of VVOB's financial & accounting processes and knowledge sharing.
- You are responsible for informing the management on the status of the accounting system, including critical issues, and you identify areas for improvement in the accounting system and processes.
- You examine and analyse financial records, prepare financial documents, reports, budgets and calculate tax information according to VVOB and donor's guidelines.

Curious to know more, click on the vacancy for more information and to check relevant skills and experience needed !

