



SEVENTH-DAY ADVENTIST CHURCH NAIROBI CENTRAL

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JOB VACANCY; - SENIOR ACCOUNTANT

The Seventh-day Adventist Church is a family of Christian believers who are united in mission, purpose and belief. The Mission of the Church is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matt 28:18-20, Acts 1:8, Rev 14:6-12). Guided by the Bible and the Holy Spirit, Seventh-day Adventists pursue this mission through Christ-like living, communicating, discipling, teaching, healing, and serving.

The Seventh-day Adventist Church Nairobi Central, a local Church of this global body of believers, is seeking to recruit a Senior Accountant to work in its Treasury department. Answerable to the Church Treasurer, the successful candidate will be responsible for the following roles:

Job Description

- Leading and be responsible for the financial accounting and management reporting of all financial information of the Church including all banks and ledgers reconciliations
- Responsible for financial reporting, including compilation of full, accurate and complete annual financial statements which comply with the International Financial Reporting Standards
- Facilitating and overseeing procurements and efficient management of church facilities and assets
- Ensuring compliance with statutory obligations
- Facilitating financial statements audits, specialized ad-hoc audits, and responding to all queries
- Under the guidance of the Church Treasurer, attending to, and responding to requests and enquiries of financial nature emanating from members, departmental leaders, higher church organs, bankers, service providers and suppliers of the Local Church
- Any other responsibility that will be assigned, from time to time, by the Church Treasurer

Qualifications/Requirements

- Has high ethical standards and impeccable integrity
- Has attention to detail, problem solving, analytical and interpersonal skills
- A Degree in Accounting/Finance
- Professional Accounting Qualification (CPA(K)/ACCA or equivalent)
- Has good knowledge of International Financial Reporting Standards
- At least five years post-qualification experience
- Computer literate with exceptional skills in Ms Excel, Ms Word and PowerPoint
- Working knowledge of at least one accounting software
- Team player with excellent communication skills
- Must be a Seventh-day Adventist church member in good and regular standing, confirmed by recommendation from the local church pastor
- Applications, including CVs and letters of confirmation by the Local Church Pastor should be e-mailed to the address below to reach not later than **18th Nov 2021**

The Chairman
Church Management Committee
Seventh-day Adventist Church Nairobi Central
E-mail address ncsdaclerks@gmail.com

Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification. The Seventh-day Adventist Church Nairobi Central is committed to fairness and merit, and accords equal employment opportunities.

