

## ACCOUNTS AND ADMINISTRATION OFFICER

Eastern Africa Grain Council (EAGC) is a regional membership based organization with a mandate covering ten countries in Eastern Africa. The regional headquarter is in Kenya with country offices in Tanzania, Uganda, Rwanda, South Sudan and Burundi. EAGC is not for profit member organization limited by guarantee whose members are drawn from stakeholders in the grain sector including grain producers/ farmers, grain traders/millers, input suppliers of the service providers with a vision "To be the leading voice of the grain sector in Africa". EAGC mission is "To advocate for an enabling environment and promote structured grain trade for optimum stakeholder benefits".

We seek to fill the advertised position with an individual who is analytical, has good organizational skills, and is capable of working independently and as part of a team. The successful candidate should be highly professional, self-motivated and a proven high achiever.

Reporting to the Country Program Manager, the successful candidate will be based in [Tanzania](#) [Rwanda](#) and will be responsible for the following amongst others:

- Provide accounting support in the Country office while ensuring compliance with internal controls, donor regulations and budget restrictions.
- Record accounting transactions and ensure efficient, proper and transparent financial filing systems of all documents relating to finance are maintained.
- Prepare and examine accounting records, financial statements, and other financial reports and ensure accuracy, completeness and conformance to reporting and procedural standards.
- Manage the liquidity position at Country office to ensure efficient implementation of the activities.
- Process and make payments as provided in the approved budgets from the different partners.
- Assist with facilitation of internal and external audit procedures as required.
- Ensuring compliance and enforcement of internal policies, donor regulations and budget restrictions on all projects.
- Ensure implementation adherence of all accounting processes and procedures during all operations.
- Ensure close follow up on all debtors at Country level including among others: Membership fees, Training fees.
- Preparing the monthly bank reconciliation for review by the Country Program Manager.
- Preparation of Monthly Staff Payrolls and compliance to all statutory deductions
- Responsibility for petty cash including maintenance of petty cash records and completion of a cash reconciliation at each month end.
- Ensure proper procurement procedures are adhered to at all times, including maintaining of vendor contracts, lease agreements, and any other service contracts as may be required.
- Ensure all Company assets at Country level are reconciled and fully monitored and efficiently used for office operations.
- Ensure that proper authorization is obtained for all disbursements payments.
- Provide logistical support in the coordination and organization for program activities to ensure smooth implementation of activities
- Coordination of meetings, forums and other engagements to support their successful execution.
- Management of outsourced services and general insurance for efficient office operations.

### Qualification, Skills and Experience:

- A Bachelor's degree in Business Administration/ Commerce.
- ACCA/CPA- Minimum of level Two (2).
- At least 3 years relevant work experience
- Proficiency in computer applications such as MS Office and Accounting software packages. - such as: Sun System and Quick Books.
- Strong knowledge and experience of institutional donor funding requirements



If your background and competence match the above specifications, please send your application demonstrating how your qualifications & experience matches our requirements. It should include an updated C.V., your current remuneration package, valid email address, daytime contact number and full contact details of 3 referees including day time telephone number to: [hr@eagc.org](mailto:hr@eagc.org) copied to [Susan snganga@eagc.org](mailto:susan.snganga@eagc.org) by <sup>05<sup>th</sup></sup> ~~May~~ <sup>16<sup>th</sup></sup> ~~February~~ 2016. Only shortlisted candidates will be contacted. EAGC is an equal opportunity employer.

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