

## Recruitment of a Finance Assistant

### Who we are

Public Relations Society of Kenya (PRSK) is the umbrella body for all public relations and communication practitioners in Kenya with an overriding purpose to advance excellent performance in the practice. The Society maintains local and international affiliates, which include the Eastern Africa Public Relations Association (EAPRA), the African Public Relations Association (APRA), and is a founder member of the Global Alliance for Public Relations & Communication Management.

### Overall Responsibility

The Finance Assistant will be responsible for preparing and updating the Society's accounting records on a monthly, quarterly and annual basis.

The role will report to the Programmes Manager.

### Key Responsibilities

- Prepare monthly management reports
- Prepare and/or updating the following accounting records on a **daily basis**:
  - Cash Book
  - Bank reconciliations
  - Ledger showing revenue from members
  - Ledger showing cash outflow/monthly expenditure
  - Any other relevant
- Prepare comprehensive un-audited financial statements and reports on a **quarterly and annual basis** in accordance International Financial Reporting Standards which will include:
  - Financial position statements
  - Financial performance statements
  - Cash flow statements
- Preparation and administering the society's payroll.
- Implementation of financial policies and procedures.
- Budget planning and control.
- Ensuring effective invoicing and debt collection.
- Ensuring remittances of all statutory deductions.
- Ensure all society's assets are adequately maintained, secured and safeguarded.
- Processing payments and invoices.
- Responsibility for the preparation and submission of periodic statutory deductions and filings before the set deadlines.
- Responsible for financial compliance with tax laws and making tax returns.
- Any other accounting duties assigned.

## Key Qualifications, Skills and Competencies Required

- Bachelor's degree in Accounting, Finance.
- Certified Public Accountant (CPA)
- Current Membership of the Institute of Certified Public Accountants of Kenya (ICPAK)
- Accounting and bookkeeping skills
- Two to three years' experience in an accountancy job. Experience in a membership organisation will be an added advantage.
- Knowledge of accounting packages especially QuickBooks, Sage or ACCPAC
- Proficient in Microsoft Office
- Sound knowledge and understanding of International Financial Reporting Standards and accounting principles
- Sound knowledge of accounting and reporting process
- Strong analytical skills
- Ability to synthesise information, interpret and provide broader context using financial and non-financial information

All applications should be submitted together with the following documents: -

- Certificate of good conduct form the CID
- A clearance letter from the Credit Reference Bureau
- A tax compliance certificate

Applicants should send their detailed CVs and application letters to [recruitment@prsk.co.ke](mailto:recruitment@prsk.co.ke) by **Friday, 27<sup>th</sup> March 2020**. Attach relevant certificates and testimonials.

Only shortlisted candidates will be contacted.

### **Note:**

*\*The Public Relations Society of Kenya is an equal opportunity employer. Any form of canvassing will lead to automatic disqualification. \**