



The Kenya Scouts Association

VACANCIES

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions.

ACCOUNTS ASSISTANT

The Association is seeking applications from suitable candidates to fill the positions of **Accounts Assistant** for our Embu Scouts Centre.

Embu Scout Center an income generating establishment of the Kenya Scouts Association. It is located along the Embu-Meru Highway 1km from Embu Town.

The centre is an Oasis of tranquility and serenity where we offer; Conferencing facilities, accommodation which consist of hostels and modern hotel rooms, Camping grounds and a restaurant

DUTIES AND RESPONSIBILITIES OF ACCOUNTS ASSISTANT

1. Updating and reconciling creditors' statements of accounts against their statements
2. Process and make all statutory payments as they fall due

3. Processing of all expense payments including suppliers, cash payments and petty cash payments as they fall due
4. Payable Confirm the accuracy of supplier invoices by ensuring all supporting documents including delivery notes and LPOs authorizing the expenses are in order.
5. Follow up on unpaid but due amounts from debtors
6. Prepare and enter journal entries, including accounts payable, accounts receivable, and general ledger entries.
7. Assist in the maintenance of accurate financial records by recording all financial transactions in the accounting system.
8. Perform regular reconciliations of bank accounts
9. Prepare monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements
10. Ensure compliance with accounting principles, policies, and regulatory requirements

Requirements:

1. A degree in Finance or Accounting
2. CPA Part II
3. Proficiency with Microsoft Office particularly with Excel
4. Should have high attention to detail and excellent analytical skills

5. Should be organized, accurate and detail oriented
6. Should demonstrate a high level of integrity and confidentiality
7. At least 2-year Experience working as an account assistant within the hospitality

SHOP INTERNS (2)

In the effort to achieve youth engagement objective as stipulated in our strategic plan, the Association is looking for qualified youths to intern in the Scout shops located in different parts of the country.

The ideal candidate should possess the following:

1. Degree or diploma in a business related course
2. Scouting Background will be an added advantage
3. Be below the age of 35 years.
4. Excellent computer skills
5. Excellent customer service skills
6. Ability to work under pressure

All applications should be addressed to:

The National Executive Commissioner

Kenya Scouts Association Rowallan Scouts Camp

P.O. Box 4122–00100, Nairobi.

and

Emailed to: recruitment@kenyascouts.org

Applications to reach us by 14th July, 2023. Only shortlisted candidates will be contacted.