



Join CIFOR-ICRAF and make a difference!

Accountant – Payables (Ref No.202356)

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at cifor-icraf.org.

CIFOR-ICRAF is looking for a:

Accountant Payables

Overview

To ensure timely entry of supplier invoices for payment in line with CIFOR_ICRAF policies and procedures and prompt reconciliations of balance sheet accounts. The staff will also ensure that prepayments are promptly cleared as and when the supporting documents are received.

Summary of responsibilities

1. Supplier accounts management and payments:

- Review all invoices and related documents before journalizing to ensure that all supporting documents are properly attached, approved and are in line with the laid down CIFOR_ICRAF policies and procedures.
- Review and post all prepayments to the correct supplier accounts.
- Liquidation of all HQ prepayment monthly.
- Review all utility bills to ensure that all supporting documents are properly attached and approved in reference with CIFOR_ICRAF policies and process on a timely manner.
- Ensure VAT reversals are done for suppliers whose VAT exemption certificates have been received and dispatched.

2. Corporate cards management:

- Sending credit card statements to staff and posting expenses to staff personal accounts monthly.
- Monthly payment and uploading of AMEX file to the AMEX platform.
- Preparation of credit card applications for new eligible staff.
- Card issuance on eligible joiners and Cancellation for leavers and providing responses with regards to queries raised from staff.

3. Assist with consultancy and partners advance journalizing and payments:

- Review and journalize consultancy & partners payments and ensure that all supporting documents are properly attached, approved and are in line with policies and procedures.
- Generate payments runs to process the amounts due in payables accounts as per agreements with the consultants.

4. Commitment Ledger.

- In consultations with procurement and program staff ensure clearance of commitments monthly.
- Follow up to ensure invoices are received for prepaid orders and expensed to the correct charge codes promptly.

5. Generating payment runs for payment registered.

- Generate payments runs to process the amounts due in payables accounts as per agreements with the suppliers and the due dates on the invoices.
- Ensure suppliers payments are not delayed.

6. Assist with journalizing of chargebacks.

- Assist with monthly review and posting of ICT (Leasing and Service) chargebacks to the correct charge codes for ICRAF Nairobi, country offices supported and hosted Institutions.
- Assist with monthly review and posting of facility (office space) chargebacks to the correct charge codes for ICRAF Nairobi and hosted Institutions.
- Assist with reconciling reconciliations are done for Operations and ICT incomes against the budget.

7. Balance sheet reconciliations.

- Monthly reconciliations of main suppliers, sundry suppliers, deposits, prepayment, and operations accrual accounts.
- Ensure that operations accruals are done as per CIFOR_ICRAF policies and procedures, and monthly reviews are done to ensure only valid accruals remain in the account.

8. Audit.

- Timely preparation and submission of audit schedules.
- Availing Audit documents and responding to Audit queries in a timely manner during both External and Internal Audit.

9. Internal Controls.

- Ensure compliance to policies and safeguard of CIFOR_ICRAF assets.
- Evaluate and communicate internal control deficiencies in a timely manner to the supervisor.
- Perform any other tasks assigned by the Supervisor and Finance Manager – Accounting.

Requirements

- Bachelor's degree in Finance/Accounting/Economics.
- CPA(K).
- 3 years relevant working experience in a finance department.
- Experience in handling payables.
- Experience in reconciliation of accounts.
- Experience in handling external audits.

Personal attributes and competencies:

- Attention to detail and accuracy in verification of documents.
- Good Microsoft Excel skills.
- Good analytical skills.
- Excellent interpersonal skills, demonstrated ability to work effectively in a multicultural team.
- Good verbal and written communication skills.

- Ability to organize and manage multiple priorities, work under pressure, and meet tight deadlines.
- Strong self-starter with initiative to identify opportunities and take appropriate action.
- Strong team player with ability to work in virtual teams.
- Excellent interpersonal skills and ability to work and communicate effectively with a broad spectrum of individuals in a multicultural team.
- Good understanding of financial management, reporting and accounting and related controls.

Terms and conditions

- This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The initial appointment will be for **two (2) years**, inclusive of a six-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in **Nairobi, Kenya** CIFOR-ICRAF Offices.

Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- A cover letter illustrating your suitability for the position against the listed requirements and salary expectations.
- A detailed and updated curriculum vitae.
- The names and addresses of three referees, including telephone and email addresses.
- The application deadline is **06 October 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.