



Bible Translation & Literacy E.A

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OPPORTUNITY TO SERVE

BTL, a Christian faith-based organization, involved in Language Development, Bible Translation, Literacy and Community Development among small languages groups in Kenya and the Eastern Africa region, is seeking to recruit a highly motivated, born again Christian of good standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the position below.

ACCOUNTANT

Serving at our Christian International Conference Centre (BTL-CICC) Ruiru, the Accountant shall be responsible for the Running and maintaining of a sound and elaborate accounting system that conforms to the in-house and International Financial Reporting Standards.

Duties and Responsibilities

- a. Prepare periodic and year end Financial Statements
- b. Review and ensure implementation of internal controls systems
- c. Oversee the cash processes
- d. Ensure effective invoicing and debt management processes
- e. Carry out bank & other general ledger reconciliations.
- f. Capture data into the accounting system
- g. Ensure compliance with all statutory obligations

Qualifications

- a. Bachelors degree in Finance or Business Administration - Accounting option
- b. A CPA finalist
- c. Proficiency in accounting software especially Quick books, Sage or ACCPAC.
- d. Ability and experience in the preparation of periodic Financial Management reports
- e. Ability and experience in the preparation of end year accounts for external audit.
- f. Good command in internal controls and financial systems reviews.
- g. Good command in Microsoft office applications (Ms word, access and excel)
- h. Self-motivated, assertive, and able to deliver timely without close supervision.
- i. At least three years practical experience in a busy accounting department. Experience and knowledge in Taxation will be an added advantage.

How to Apply

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees should be emailed under the subject **CICC Accountant** to be received by **Thursday 7th September 2023**.

Email : careers@btlkenya.org

**HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY E.A
P.O Box 44456 – 00100 Nairobi**

Only short-listed candidates will be contacted