ADVERTISEMENT TO FILL POSITION AT AFRALTI

The African Advanced Level Telecommunications Institute (AFRALTI) based in Nairobi, Kenya, is a leading Intergovernmental Organization and ITU Academy Training Centre (ATC) which is mandated with the provision of information and communication technology training and consultancy in English speaking Africa, invites applications to fill the following vacant post.

POSITION: ACCOUNTS CLERK

A. Job Purpose:

The Accounts Clerk will provide day-to-day accounting and administrative support to the Finance and Administration Department, ensuring the accurate, timely and efficient processing of financial transactions and maintenance of financial records.

The role will involve assisting in the verification, preparation and processing of financial transactions; maintaining accurate accounting records; processing supplier invoices and monthly billings; undertaking accounts receivable and bank reconciliations; supporting month-end financial reporting; assisting with the preparation and submission of statutory tax returns; and providing support during internal and external audits.

The successful candidate will work closely with the Finance and Administration team to ensure compliance with established financial procedures, internal controls and applicable regulatory requirements, while contributing to the effective and efficient delivery of the Institute's financial operations.

Department: **Finance and Administration Department**

Reporting to: **Finance Officer**

Supervises: **None**

Station: **AFRALTI - Nairobi, Kenya**

B. Key Duties and Responsibilities:

1. Financial Accounting and Records Management

- Assist in the preparation of periodic financial statements, schedules and management reports.
- Ensure accurate and timely capture of financial transactions in the accounting system (Sage Evolution).

- Maintain, update and safeguard financial records, supporting documents and accounting schedules.
- Ensure proper filing and documentation of financial transactions in accordance with established procedures and internal controls.
- Assist with month-end and year-end financial closure processes.

2. Accounts Payable and Supplier Management

- Receive, verify and process supplier invoices and payment documentation, ensuring accuracy and completeness before submission for approval.
- Undertake monthly reconciliation of supplier accounts and escalate any discrepancies identified.
- Maintain accurate supplier records and ensure approved payments are processed within the stipulated timelines.
- Follow up on outstanding supplier statements and resolve discrepancies in consultation with the relevant officers.

3. Accounts Receivable and Revenue Management

- Prepare and process monthly billings, invoices and other customer-related charges.
- Ensure invoices are issued and promptly remitted to customers for settlement.
- Undertake monthly reconciliation of accounts receivable and maintain accurate customer account records.
- Monitor outstanding customer balances and follow up on overdue payments to facilitate timely collections.
- Maintain proper records of receipts and ensure all collections are accurately recorded and accounted for.

4. Bank and Cash Management

- Prepare monthly bank reconciliations, investigate outstanding reconciling items and facilitate their timely resolution.
- Maintain and reconcile petty cash records, ensuring proper accountability and supporting documentation.
- Assist in monitoring cash transactions and maintaining accurate cash records.

5. Staff Claims and Casual Payments Administration

- Assist in the preparation, verification and processing of payments to casual employees, ensuring accuracy and completeness of payment schedules.
- Review and process staff expense claims, ensuring compliance with approved policies, authorisation procedures and supporting documentation requirements.
- Maintain accurate and up-to-date records of casual employees, including payment schedules and supporting documentation, while ensuring confidentiality of employee financial information.

6. Tax Compliance and Statutory Obligations

- Assist in the preparation, filing and timely remittance of statutory deductions and obligations, includes PAYE, SHIF and other applicable statutory contributions.
- Maintain accurate records of statutory payments and filing acknowledgements.
- Support the preparation of statutory returns and other regulatory financial submissions.
- Ensure assigned duties are undertaken in compliance with applicable financial regulations, tax legislation and Institute policies.

7. Audit and Internal Controls

- Support the preparation of schedules, reconciliations and supporting documentation required for annual internal and external audits.
- Liaise with external auditors, as assigned, during the annual audit exercise.
- Provide requested financial records and documentation within agreed timelines.
- Support the implementation and adherence to internal financial controls and recommend improvements where appropriate.

8. Administrative and Institutional Support

- Provide general administrative support to the Finance and Administration Department as assigned.
- Attend and actively participate in staff meetings, departmental meetings and Institute events as scheduled.
- Perform any other duties as may be assigned from time to time.

C. Job Profile/Time Allocation

The position shall be structured around the following allocation of responsibilities:

- **60%** Finance and Accounting duties; **30%** Administrative duties; **10%** Other assigned duties.

D. Minimum Academic, Professional Qualifications and Competencies

- Bachelor's degree in accounting, Finance, Business Administration or a related field.
- CPA Part II or equivalent professional accounting qualification will be an added advantage.
- Proficiency in accounting software (**Sage Evolution, QuickBooks** or similar).
- Good working knowledge of Microsoft Office applications, particularly **Excel.**

Experience

- At least four (4) years' relevant experience in accounting or finance-related duties.

- Experience in reconciliations, accounts payable and receivable, payroll support and statutory compliance.

Key Competencies

- High level of accuracy and attention to detail.
- Integrity, confidentiality and professionalism.
- Numerical and analytical skills.
- Good organizational and time management skills.
- Ability to meet deadlines and work under minimal supervision.
- Effective communication and teamwork.
- Problem-solving and reconciliation skills.

E. Application Guidelines:

Interested candidates are required to submit a signed cover letter together with a comprehensive resume outlining their qualifications, relevant work experience, and positions held. The resume should also include contact details of **three (3) referees**, including their names, mobile numbers, and email addresses. At least **two (2)** of the referees must have directly supervised your work.

AFRALTI is an Equal Opportunity Employer committed to fostering an inclusive and diverse working environment. Applications are encouraged from candidates of all backgrounds.

Applications should be addressed to:

The Director
African Advanced Level Telecommunications Institute (AFRALTI)
P.O. Box 58902 – 00200
NAIROBI

and submitted via email to: **recruitment@afralti.org**

Applications should be received on or before **Monday, 30th November 2026**. Please note that the shortlisting process is ongoing on a rolling basis, and only shortlisted candidates will be contacted.