# NORTH COAST MEDICAL TRAINING COLLEGE

## Job Opportunity for Accountant

North Coast
Medical Training College
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North Coast Medical Training College (NCMTC), a medical training college for midlevel healthcare workers in Kilifi County is seeking to recruit an Accountant to work at the college premises in Kilifi-South to support the accounts department.

**The position**

The accountant manages the accounts of NCMTC, in liaison with the chief accounting officers and finance manager, reports, and ensures all accounting activities are carried out efficiently and in line with best accounting practice. The accountant operates from the NCMTC premises in Bomani, Kikambala, and might incidentally travel out of the office specifically for banking related tasks.

**Core tasks and responsibility**

- Management of college accounts
- Data entry in the accounting system
- Filling of accounts documentation
- Reconciliation of accounts

**Competency profile – knowledge, skills, and abilities**

- High level of personal and professional integrity
- Good oral and verbal communication skills
- Proficient in English, written and oral
- Able to write, present and discuss management reports that supporting decision making
- Strong interpersonal skills, aware and able to maintain confidentiality and work effectively as a team member.
- Able to work on own initiative in a pro-active manner
- Keen attention to detail with a methodical approach.
- Excellent understanding of accounting procedures and deadlines.
- Able to critically analyse and review accounts documentation.
- Good knowledge of tax, and accounts reports
- Well organized, task orientated and able to prioritize, co-ordinate a range of activities, and deliver on timescales / deadlines.
- Computer literate with good working knowledge of Microsoft Packages and advanced understanding of Microsoft Excel spreadsheets and Accounting Software.

**Required education and experience**

- CPA 3 or degree in Financial Accounting or equivalent
- Certificate of good conduct
- A minimum of three years' relevant work experience in finance and accounting including experience with payroll, tax calculation and payment, preparation of accounting reports, and reconciliations

- Substantial experience with Accounting Software

**Preferred education, qualification, and experience**

- Fully qualified Certified Public Accountant (CPA)
- Experience with QuickBooks
- Experience with ERP systems
- Member of a professional accountancy body.
- Able to use and develop of macros
- Experience with working in a not-for-profit in a similar position

**How to apply?**

NORTH COAST MEDICAL TRAINING COLLEGE P.O. Box 1045 80109 Mtwapa-Kenya E. info@chpfund.org W. www.northcoastmtc.ac.ke. Interested candidates to apply to : recruitment@northcoastmtc.ac.ke. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be 28th February 2023. Only shortlisted candidates will be contacted.