



TERMS OF REFERENCE(ToRs)

ACCOUNTANT

1. Position Title

Accountant

2. Duty Station

The duty station shall be Nairobi, at the Environment Institute of Kenya Offices.

3. Engagement Type

Contract based, renewable subject to performance and institutional requirements.

4. Background

The Environment Institute of Kenya is a professional body committed to advancing environmental governance, sustainability, and ethical practice. As the Institute continues to grow in scale, programs, and public responsibility, there is a need to strengthen our financial management systems through the engagement of a qualified and experienced Accountant.

5. Purpose of the Role

The Accountant will be responsible for maintaining accurate financial records, ensuring compliance with statutory obligations including Kenya Revenue Authority (KRA) requirements, facilitating and supporting the audit process, providing accurate financial analysis to inform decision-making, and safeguarding the Institute's financial integrity in line with best professional practice in Kenya.

6. Key Duties and Responsibilities

The Accountant shall be responsible for, but not limited to, the following:

- a) Maintaining and updating complete and accurate financial records, including general ledger, accounts payable and receivable, and bank reconciliations.
- b) Establishing, managing, and reconciling supplier and service provider accounts.

- c) Preparing and processing payment documentation, vouchers, invoices, and issuing official receipts.
- d) Preparing monthly, quarterly, and annual financial statements, including cash flow and expenditure reports.
- e) Preparing the annual budget and providing regular budget forecasts and variance analyses.
- f) Ensuring timely and accurate filing of all statutory returns and full compliance with Kenyan tax and regulatory requirements.
- g) Processing payroll and ensuring accurate remittance of all statutory deductions.
- h) Monitoring cash flow and providing financial analysis to support program implementation and strategic decisions.
- i) Supporting internal and external audits and strengthening internal financial controls and policies.
- j) Providing professional financial advice to the Committee and Secretariat.
- k) Preparing financial reports for meetings, donor engagements, and institutional accountability.
- l) Performing any other financial duties as may be assigned in line with the Institute's objectives.

7. Qualifications and Professional Requirements

Applicants must meet the following minimum requirements:

- A. CPA Intermediate Level (Section II) qualification.
- B. Demonstrated practical experience in accounting or financial administration, preferably within NGOs, professional bodies, or similar institutions.
- C. Knowledge of Kenyan financial, tax, and regulatory frameworks.
- D. A Bachelor's degree in Accounting, Finance, Commerce, or a related field will be an added advantage.
- E. Working knowledge of QuickBooks for basic accounting functions and proficiency in Microsoft Excel for financial tracking and reporting.

8. Competencies and Attributes

The ideal candidate should demonstrate:

- a) High standards of integrity, confidentiality, and ethical conduct

- b) Strong analytical and financial reporting skills
- c) Attention to detail and accuracy
- d) Ability to work independently with minimal supervision
- e) Strong communication and advisory skills
- f) Commitment to accountability and institutional stewardship

9. Working Arrangements

The Accountant will be available during official working days, Monday to Friday, and shall provide a work plan or schedule aligned with agreed deliverables.

10. Remuneration

Remuneration shall be competitive and commensurate with qualifications and experience, in accordance with EIK policies.

11. Application Requirements

Applications will only be considered if accompanied by:

- a) A cover letter
- b) A detailed curriculum vitae
- c) Copies of academic and professional certificates

12. Submission Method and Inquiries:

Applications should be submitted via <https://tinyurl.com/ACCOUNTANTEIK>

13. For any inquiries regarding the position, candidates may also use info@eik.co.ke.

14. Deadline for Submission:

April 10, 2026