

Job Opportunity

Date: Friday October 9, 2026

Job Title: Assistant Accountant

Programme: FETP Kenya

Reports to: Country Administrative Officer

Duty Station: AFENET FETP Kenya, Office

Application deadline: Friday October 23, 2026

Background:

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 40 African Countries.

The United States Centers for Disease Control and Prevention (CDC), in collaboration with the African Field Epidemiology Network (AFENET) has been supporting Ministries of Health in Sub Saharan Africa to implement field epidemiology and laboratory training programs (FETPs) for public health workers at national and subnational levels of the health systems. FETPs are field based trainings with participants spending 25% of the time in classroom and 75% in the field providing public health services while acquiring core competencies in field epidemiology that include public health surveillance, interpretation, outbreak investigation and response, epidemiologic methods and scientific communication.

AFENET seeks to recruit a competent person for the position of **Assistant Accountant for the FETP-Kenya Programme**.

Major duties and responsibilities.

The Assistant Accountant will :

- Assist the Head Finance in the Budget preparation and monitoring performance to ensure spending is within the budget.
- Check financial documents to ensure accuracy of the information there in and compliance with the organization's financial policies and procedures Review payment requests to ensure and establish accuracy in coding and compliance with the project financial obligations.

- Ensure proper coding of all the expenditures is done in line with the organization's approved codes.
- Undertake a thorough review of accountabilities submitted by staff and sub recipients to ensure accuracy, reasonableness and completeness
- Prepare timely and accurate financial reports, advance reports and their submission to the Head Finance through the head of the program, Resident Advisor and other hierarchical levels for financial decisions.
- Maintain track of all cash advances and other payments to ensure accuracy of the advance balances and assist to reconcile them.
- Reconcile bank accounts monthly and have them forwarded to Head of Program Finance for onward approvals.
- Assist the Head Finance in responding to the queries/clarifications on the financial reports
- With the approval from the Head Finance, the Accountant shall correspond with the Project's bankers to follow up any issues of concern
- Ensure accuracy and timeliness of the financial reports that are submitted to Development Partner in accordance with donor financial policies and procedures;
- Ensure adequate preparations are done for the external audits and other reviews/audits as shall be determined by the organization's stakeholders such as donors, Board etc and provide the necessary assistance to ensure proper conducting of such audits and reviews.
- Charged with ensuring confidentiality of accounting information

Academic requirements:

- A Bachelor's degree in Commerce, Accounts or Business Administration with a bias in accounting.
- Level 2 ACCA or CPA or equivalent professional qualification an added advantage.

Required experience:

- At least 3 years of work experience in similar position obtained from a busy and reputable Non-Governmental Organization (NGO)
- Knowledge and experience of Accounts packages and Ms. Office packages a must.

Functional Skills

- Familiarity with the financial management practices and processes
- Excellent financial and narrative reporting skills
- Excellent organizational and time-management skills
- Skills in project and Programme management
- Excellent financial innovative reporting skills.

- Excellent computer skills, including accounting software capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word
- Knowledge of public and internal organizations

Personal Abilities

- Analytical and problem-solving abilities
- Ability to build strong relationships internally and with external actors.
- High level of autonomy at work, yet with profound team spirit.
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Awareness of technological trends and apply necessary technology to the daily work when necessary
- Adaptive, patient, resourceful, resilient and flexible.

Remuneration:

Remuneration for this position is competitive

Application Process

- Interested candidates should submit their application letters and Curriculum Vitae detailing their academic qualifications, experience, skills and attach copies of relevant academic and professional certificates.
- Names and contact details of three professional referees to.

The Human Resource Office, African Field Epidemiology Network (AFENET).

Applications should be submitted online through <https://recruitment.afenet.net>, with a copy sent by email to sec@afenet.net.

Please note that ONLY shortlisted candidates will be contacted for interviews.

Please note that all applications should be sent online by close of business 5:30 pm (EAT) Friday October 23, 2026.