All Saints’ Cathedral (ASC) Nairobi is the National Cathedral of the Anglican Church of Kenya and the Diocesan Cathedral of All Saints’ Cathedral Diocese in Nairobi. Our mission is to transform people through the Word of God. In order to achieve our mission, we are looking for an innovative, forward-thinking and experienced individual to fill the position of Accountant. This position will report to the Finance Manager.

**Job Purpose**

The general purpose of this role is to handle audit and tax matters, manage the Cathedral budgets and cash flows, prepare and analyze financial and investment reports, manage the Cathedral payroll, accounts payable and accounts receivable among other financial duties.

**Qualifications, Skills & Experience Required**

The ideal candidate should:

- Have a Bachelors’ Degree in a business-related field
- Be a CPA or ACCA finalist
- Be a member of an accounting professional body in good standing
- Be a committed Christian
- Be proficient in the design, implementation and use of digital information systems
- Have at least 5 years of overall work experience as an Accountant.
- Have excellent verbal and written communication skills.
- Have Strong organizational skills
- Be accuracy and attention to detail,
- Have ability to juggle competing priorities, meet demanding deadlines
- Have knowledge of current trends in finance, accounting, and regulatory environments.

**Applicant details**

If your qualifications and experience matches this opportunity, please submit your application and detailed CV together with copies of academic and professional certificates, testimonials and names of three referees to:

The Provost,
All Saints’ Cathedral Nairobi
P.O Box 40539-00100 Nairobi.

or via e-mail address: hr@allsaintsnairobi.org or dropped at our offices by 1st April 2022.

*All Saints’ Cathedral is an equal opportunity employer*