



Accounts Officer

CANDIDATE PACK

Location: Nairobi, Kenya

Seeking a top-performing Accounts Officer for a key role in Gatsby Africa, an ambitious organisation committed to the transformation of high potential sectors in East Africa.

Gatsby Africa

Gatsby Africa is a private foundation set up by Lord David Sainsbury that is committed to building stronger and more inclusive economies in East Africa through the transformation of high potential sectors.

East Africa urgently needs economic transformation - growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways to make a step-change in their income. To address this, Gatsby aims to catalyse large-scale and lasting change in high potential sectors in East Africa to benefit many hundreds of thousands of people over the long-term. We have a portfolio of five sectors across Kenya, Rwanda, Tanzania and Uganda: aquaculture, forestry, livestock, textiles & apparel and water services. In addition, Gatsby has been supporting work in the tea industry in Tanzania and Rwanda through our partner, The Wood Foundation.

Gatsby, as a funder-implementer, uses a range of tools to achieve our goals including direct investment and investment facilitation, grants, technical assistance and work with governments on policies and legislation. Our portfolio puts us in a strong position to deliver meaningful levels of impact and the depth of our work provides us with a rich environment for learning. Our ethos, as a private foundation, is that we should be using the flexibility of our funding to do things that other development partners and institutions find difficult, to challenge ourselves to learn from best practices globally and to seek innovative new ways of driving change. Beyond our immediate work in transforming sectors, we also champion a coordinated and strategic approach to economic transformation from governments and funders.

The Finance team plays a critical role in supporting Gatsby's mission through ensuring strong financial stewardship, accountability, and operational excellence. The team is focused on delivering timely, accurate, and insightful financial data to inform decision-making and drive impact. In addition to managing day-to-day financial operations, the Finance team partners closely with programmes and leadership to strengthen financial planning, reporting, and compliance, ensuring our resources are used efficiently and transparently to support economic transformation across the region.

Purpose of the Role

The Accounts Officer plays a vital role in supporting our day-to-day financial operations, including processing payments, tax filing, data entry, maintaining accurate records, ensuring compliance with internal controls, and assisting in financial reporting and reconciliation.

The role is designed for a finance professional with strong attention to detail, good organisational skills, and a commitment to financial integrity. Working closely with the Finance & Accounting Coordinator and wider team, the Accounts Officer will help ensure Gatsby's financial processes run smoothly and the organisation remains audit-ready and compliant.

By providing timely, accurate, and efficient financial support, this role contributes directly to Gatsby's wider mission of building stronger, inclusive economies across the region.

Overview of Responsibilities

The Accounts Officer is responsible for processing payments and invoices within organizational procedures and established accounting rules, data entry, and record maintenance. The role also includes performing bank agency responsibilities.

Reports to: Finance & Accounting Coordinator
Direct Reports: None
Location: Nairobi, Kenya

Key Responsibilities

1) Finance management and reporting

- Progress goods received notes for payment within Gatsby payment system, processes, and guidelines.
- Reconcile the intercompany accounts monthly.
- Receive and validate staff advances surrenders and ensure compliance with Gatsby's policies and procedures.
- Attend to the corporate help desk requests and ensure all tasks are executed and closed.
- Post accounting journals and other transactions in line with approved policies, procedures, and guidelines.
- Help finance business partners understand and appreciate finance systems and processes.
- Preparation tax schedules in an accurate and timely manner.
- Filing of Gatsby Africa tax returns on a timely basis.
- Participate in uploading of budgets into the accounting system.

2) Treasury management

- Initiate the payment process on the various online banking platforms or manually in line with Gatsby payment guidelines.
- Ensure authorisation of payments in accordance with delegation of authorities and follow up for approvals and necessary signatures before payments.
- Reconcile office petty cash, conduct cash counts, and submit reports on monthly basis.
- Ensure that all accounting documentation e.g. ensure that all supporting documents to a payment, a journal and/or a transaction are filed in accordance with the country's document retention rules and internal information policy.
- Maintain file archives in an appropriate manner to facilitate quick retrievals of documents.
- Serve as an alternate bank agent.
- Serve as an alternate administrator on respective bank correspondences.

3) Systems and Audit

- Participate as required in the preparation of audit schedules and retrieval of documents required for audit.
- Identify any accounting system improvements or issues and inform the line manager.
- Perform any other duties as may be assigned from time to time.

Person Specification

This is a challenging and exciting role that will require an individual who has excellent attention to detail; strong experience in financial management; and who enjoys building and maintaining strong relationships across a range of stakeholders.

Key Competencies and Personal Attributes

- Organised: Able to structure workflow in an orderly manner and prioritize tasks in a dynamic and demanding work environment.
- Able to multi-task and observe deadlines: Able to handle multiple assignments and deliver on time on all tasks.
- Attentive to detail: Committed to achieving and maintaining the highest quality of work in all aspects of the role.
- Team player: Ability to work well within a team and to develop strong and effective working relationships internally and externally.
- Excellent communication both written and oral: Ability to communicate clearly, accurately and sensitively.
- Self-starter: Able to identify what needs to be done and takes the initiative.

Knowledge, Experience and Qualifications

- Bachelor's degree in a finance/accounting or at least advanced part accounting qualifications such as ACCA, or CPA.
- At least 1 years' experience, in finance/ accounting.
- Experience applying numerical, verbal and written communication skills.
- A person with integrity, firm ethical standards and commitment to operational effectiveness.
- Knowledge of International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS).
- Good level of proficiency in MS Office applications i.e. Word, Excel, PowerPoint, Outlook, etc.

Our Values

We have established a set of core values that serve as the foundation for the culture we strive to foster.

Together:

We Dream

Ambitious - We are deliberately *ambitious* - seeking transformational change and creating sectors of the future.

Innovative - We are *innovative*- prepared to take calculated risks and pioneer innovations with our partners to achieve our aims

We Discover

Empathy - We work with *empathy* and humility, knowing that we can only be successful if others own the solutions

Learning - We always seek to *learn* - always curious to understand why things do or do not work

We Deliver

Collaborative- We are a *collaborative* organisation - knowing we can only achieve our aims when we work with others, and we build local ownership.

Delivery - We maintain a *delivery* focus - holding ourselves to the highest standards and knowing that everything we do must be focused on bringing meaningful change that lasts and doing so in the most efficient and cost-effective way possible.

How to apply:

Before applying, please check that you can answer yes to all the following questions:

- Do you have a Bachelor's degree in a finance/accounting or at least advanced part accounting qualifications such as ACCA, or CPA?
- Do you have at least 1 years' experience, in finance/ accounting?
- Do you have the existing right to work in Kenya?

If you cannot answer yes to these questions, please do not apply, as we will be unable to progress your application.

If you meet the criteria outlined above and would like to apply for the role, please click on the following link [Accounts Officer Vacancy](#):

You will need to complete a short application form and submit;

- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages),
- a cover letter

Your cover letter should be no more than one page long. It should explain why you are interested in this opportunity at Gatsby Africa, and how your skills and experience make you a good fit. Bullet point cover letters will not be considered.

Indicative Timeline:

Closing date for applications: **Monday 28th July 2025 at 17:00 EAT**

Please note we may close this vacancy earlier if we receive a high volume of applications.

Written Assessment: Week commencing 4th August 2025

First round Interviews: August 2025

Final interviews: August 2025

Selection process

Due to the volume of applications only shortlisted candidates will be contacted, and we can only provide individual feedback to candidates who are invited to interview.

Shortlisted candidates will be required to undertake a written assessment before the first round of interviews. Further details will be provided to shortlisted candidates in due course.

Queries

If you encounter any problems or have questions on the application process, please contact recruitment@gatsbyafrica.org.uk

Diversity, equity and inclusion

Diversity, equity and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

Safeguarding

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.



**Gatsby
Africa**

www.gatsbyafrica.org.uk