



**Job Advertisement**  
**Accountant**

Mission for Essential Drugs and Supplies (MEDS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services. MEDS was established in 1986 and serves clients spread throughout Kenya, other regions in Africa and beyond.

The position will report to the Chief Accountant and will be responsible for tax accounting, timely payments, and compliance with KRA regulations to avoid fines and penalties. It will also account for donor-funded projects while adhering to donor regulations and reporting requirements.

**Key responsibilities:**

- i. Reconcile tax sub-ledgers, including PAYE, VAT and Withholding Taxes, with the general ledger and process tax declarations and payments to comply with existing KRA regulations.
- ii. Provide timely and accurate VAT and Withholding Tax sub-ledgers, revenue and expenditure reports and VAT Returns filed as per existing laws and regulations.
- iii. Prepare periodic Tax lead schedules that include VAT 3 Schedule, IT2 Schedule for both internal and external financial audit process.
- iv. Continual appraisal of Organisational system compliance with enacted taxation laws, regulations, advice and training for adoption and or implementation of the laws.
- v. Prepare and analyse project budgets and project financial reports on a monthly, quarterly, and annual basis to track and support effective project performance monitoring as per donor requirements.
- vi. Prepare import cost analyses by calculating all cost elements for pre-shipment and post-shipment phases to assess the viability of imports and justify selling prices.
- vii. Prepare payments for temporary staff by tabulating the amounts due and posting them accurately to the relevant ledgers to ensure payments are made to the correct bank accounts.
- viii. Implement internal and external financial audit resolutions on taxes and projects reports and related matters
- ix. Continual appraisal of Organisational system compliance with enacted taxation laws, regulations, advice and training for adoption and or implementation of the laws

**Job requirements:**

- i. Bachelor's Degree in Finance or a business-related field and Certified Public Accountant (finalist) or equivalent. Registration with ICPAK is an added advantage.
- ii. At least five years of experience, including two years in accounting within a tax environment
- iii. **Technical Competencies;** Knowledge of Generally Accepted Accounting Principles (GAAP); Knowledge of International Financial Reporting Standards; Knowledge of Generally Accepted Government Audit Standards; Knowledge of the Code of Federal Regulations; Critical thinking skills
- iv. **Functional skills:** Communication, problem-solving, analytical, keen to details and interpersonal skills

If you fit the profile of this position, please submit your application including:  
Detailed CV stating your current position, current or last gross salary and expected gross salary to:

To: [hr@meds.or.ke](mailto:hr@meds.or.ke)

**By: 28<sup>th</sup> February 2025**

*(only shortlisted candidates will be communicated to)*