



**VACANCY ANNOUNCEMENT**

**POSITION: ACCOUNTS ASSISTANT**

**REPORTING TO: DIRECTOR FOR FINANCE AND ADMINISTRATION**

**ABOUT THE AACC:**

The All Africa Conference of Churches (AACC) is a continental ecumenical body that accounts for over 200 million Christians across the continent of Africa. It is the largest fellowship of Protestants, Anglican, Orthodox, and African Instituted Churches with membership of over 213 Member Churches and Christian Councils and Theological Institutions in 43 African countries. The organization has its Secretariat in Nairobi - Kenya, a Regional Office in Lomé - Togo and an Advocacy & AU Liaison Office in Addis Ababa - Ethiopia. The AACC Management is looking for an Accounts Assistant to support the Finance Department in ensuring accurate financial records, proper stewardship of funds, and compliance with organizational policies, donor requirements, and statutory regulations. The role contributes to transparency, accountability, and ethical financial management in support of the organization's mission.

**WORK STATION:**

AACC Secretariat, Nairobi- Kenya.

**STARTING DATE:**

2<sup>nd</sup> March 2026.

**DEADLINE FOR APPLICATIONS:**

18<sup>th</sup> January 2026.

**ELIGIBLE TO APPLY:**

Kenyans Residents Only.

**TERM OF CONTRACT:**

3-years contract renewable based on performance (Full time)

**KEY ROLES AND RESPONSIBILITIES:**

- Ensure all financial transactions (bank, cash and credit) are recorded accurately and promptly. Posted in the General Ledger for both Real Estate and Mission and Programs through the Accounting Software
- Maintain accurate and up-to-date financial records, including cashbooks, ledgers, and journals

- Assist in Internal and External Audit processes by preparing schedules, payment vouchers and ensure proper authorization and supporting documentation.
- Assist in processing receipts, invoices, and expense claims in accordance with approved procedures
- Perform monthly bank and cash reconciliations and follow up on outstanding items
- Assist in monitoring accounts payable and receivable.
- Assist in budget monitoring and expenditure tracking against approved budgets.
- Maintain proper filing of financial documents for audits and donor reviews.
- Support compliance with statutory obligations such as taxes, social security, and pension contributions.
- Ensure adherence to Internal Financial Controls, Procurement Procedures, and Organizational Policies.
- Maintain and organized a secure financial filing system
- Provide financial Management support to program staff and departments as required.
- Perform any other duties as assigned by the supervisor from time to time.

#### **EDUCATION:**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

#### **EXPERIENCE:**

- Minimum of 3 years' experience in a finance or accounts role, preferably within a non-profit, faith-based, or ecumenical organization.
- Experience working with donor-funded projects is an added advantage.
- Experience working with Business Central 365 Accounting Software is preferred

#### **COMPETENCIES:**

- Strong knowledge of basic Accounting Principles and Financial Procedures.
- Proficiency in Accounting Software and Microsoft Excel.
- High level of accuracy, integrity, and attention to detail.
- Good organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information ethically.
- Strong interpersonal and communication skills.

#### **PERSONAL ATTRIBUTES AND VALUES**

- Commitment to the Mission, Values, and Ecumenical Principles of the organization.
- Demonstrated honesty, accountability, and stewardship of resources.
- Respect for diversity of Christian traditions and partner organizations.

#### **WORKING CONDITIONS**

- Office-based with occasional travel.
- May require working extended hours during reporting or audit periods.

**HOW TO APPLY:**

Application to be addressed to the Director for Finance and Administration attaching detailed CV, testimonials, letter of motivation and filled job application form to [hr-applications@aacc-ceta.org](mailto:hr-applications@aacc-ceta.org) latest by **18<sup>TH</sup> JANUARY 2026**.

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**SUB OFFICES:**

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