



EAST AND HORN OF AFRICA HUMAN RIGHTS DEFENDERS PROJECT

RE-ADVERTISEMENT

CALL FOR APPLICATIONS FOR POST OF ASSISTANT ACCOUNTANT

Deadline: 7th June 2011

Start date: Immediate

Background

The East and Horn of Africa Human Rights Defenders Project (EHAHRDP) is the secretariat to a network that comprises of 65 member organisations drawn from ten countries. The project was designed to strengthen the work of human rights defenders (HRDs) in the East and Horn of Africa sub-region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to effectively defend human rights. The Project envisions a region in which the human rights of every citizen as stipulated in the Universal Declaration of Human Rights (UDHR) are respected and upheld.

EHAHRDP is seeking an Accounts Assistant to fill a new vacancy. The primary responsibility of this position is to assist the Finance Officer achieve timely and accurate accounting information. The primary responsibilities of the holder of this post will be:

- Accounts Payable
- Accounts Receivable
- Employee Expenses
- Monthly Bank Reconciliations
- Balance Sheet Reconciliations
- Any other duties as may be assigned to the holder of this post by the Finance Officer

We are seeking an individual committed to the promotion of human rights and with the following qualifications and qualities:

- A degree in Finance/Accounting or related fields from a recognized university OR qualifications as a CPA-U or ACCA or other recognized accounting qualifications.
- Knowledge of payroll systems.
- Knowledge of accounting software e.g Pastel.
- Advanced Microsoft Office skills.
- The ability to work within strict deadlines.
- Commitment to gender equality as well as to cultural, ethnic, religious, sexual orientation etc equality;
- Team spirit: Excellent interpersonal skills and ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

Languages:

Good command of written and oral English is essential. Ability to read and comprehend instructions, correspondence, and memos. Ability to write reports and correspondence.

How to Apply:

PLEASE APPLY by emailing in a single submission the following documents: a letter of motivation and a C.V to program@defenddefenders.org to reach the secretariat no later than **7th June 2011.**

Please use: Accounts Assistant as the subject matter in your email.

Only complete applications will be reviewed. It is preferred that all materials be submitted via email. Further information about the activities of East and Horn of Africa Human Rights Defenders Project can be obtained from the website: www.defenddefenders.org.