



JOB VACANCY: MANAGEMENT ACCOUNTANT

St John Ambulance Kenya (SJAK) is a leading humanitarian organisation committed to saving lives and strengthening communities through emergency medical services, first aid training, community health programmes and humanitarian interventions.

SJAK is seeking to recruit a highly competent, results-oriented and experienced professional to fill the position of:

POSITION: MANAGEMENT ACCOUNTANT

Department: Finance

Reports to: Finance Manager

Job Purpose

Reporting to the Finance Manager, the Management Accountant will be responsible for supporting effective financial management, management reporting, budgeting, cost analysis, financial controls and performance monitoring across the Organisation. The position will play a critical role in ensuring sound accounting systems, efficient cost management, accurate financial reporting and strong internal controls.

Key Duties and Responsibilities

The successful candidate will be responsible for, among other duties:

- Preparing monthly income and expenditure statements by department and cost centre against approved budgets.
- Analysing financial performance across revenue and cost centres and providing recommendations to Management.
- Conducting periodic cost and cost-driver analysis to support cost optimisation and operational efficiency.
- Investigating variances between actual performance and budgets and providing management commentaries.
- Supporting the preparation, monitoring and review of annual budgets.
- Preparing and maintaining project financial statements in accordance with donor requirements and reporting standards.
- Analysing operational efficiencies, production costs and profit margins and recommending cost-saving measures.
- Generating financial information to support the review of fees, pricing structures and service charges.
- Reviewing and recommending improvements to accounting processes, internal controls and financial management systems.
- Supporting tax planning and compliance initiatives to optimise the Organisation's tax position.
- Supporting management in evaluating financing options and investment of surplus funds.
- Ensuring accurate inventory valuation using appropriate accounting methods, including FIFO and Weighted Average.
- Performing periodic physical-to-General Ledger inventory reconciliations.
- Ensuring proper allocation of landed costs, including freight, duties and customs charges, to inventory.

- Identifying slow-moving, damaged or expired stock and recommending appropriate provisions or write-offs.
- Preparing timely, accurate and easy-to-understand financial and management reports.
- Undertaking any other duties as may be assigned by the Finance Manager.

Qualifications and Experience

The ideal candidate should possess:

- A Bachelor's Degree in Economics, Commerce, Business Administration, Finance, Accounting or an equivalent business-related discipline.
- Professional membership with ICPAK or an equivalent recognised professional body.
- At least five (5) years' relevant experience in a similar position.
- Strong knowledge of accounting, financial management, budgeting and cost analysis.
- Experience working with computerised accounting systems.
- Strong analytical, financial reporting and problem-solving skills.

Key Competencies

The successful candidate should demonstrate:

- High levels of integrity and professionalism.
- Strong accounting and financial management skills.
- Excellent analytical and attention-to-detail skills.
- Good communication, interpersonal and organisational skills.
- Ability to work under minimum supervision and meet strict deadlines.
- Proactive decision-making and ability to alert Management on emerging financial issues.
- Self-motivation, initiative and ability to work effectively as part of a team.
- Strong commitment to service excellence and accountability.

How to Apply

Interested and qualified candidates are invited to submit their applications, including a **cover letter and detailed Curriculum Vitae**, to:

recruit@stjohnkenya.org

Please indicate “**Management Accountant**” as the subject of your email.

Application Deadline: September 23, 2026

Only shortlisted candidates will be contacted.

St John Ambulance Kenya is an equal opportunity employer.