

JOB DESCRIPTION

Job Title: Field Accountant

Location: Olenguruone, Nakuru County

Duration: 5-Year Fixed Term Contract subject to project funding

Project: *Harmony in Habitat: Empowering Communities for Nature's Resilience*

Reports to: Programme Manager

Application Deadline: Friday, 25 July 2025

Key Relationships:

Internal

- Rhino Ark team based at HQ
- Joint project team based in Olenguruone

External

- Partner organizations including WWF Kenya
- Donors and other relevant stakeholders
- Local suppliers and service providers

About Rhino Ark

Rhino Ark is a charitable trust working to conserve Kenya's mountain ecosystems, protect endangered biodiversity, and secure livelihoods for future generations. Our efforts are focused on key conservation areas including the Aberdares, Mt. Kenya, Mau Eburu, Kakamega and the Mau complex, where we work with communities to develop sustainable conservation solutions. We are known for our fencing programmes, forest rehabilitation, and pioneering community engagement approaches. This position is part of a donor-funded project and is therefore contingent on the availability of project funding.

Purpose:

Under the immediate supervision of the Programme Manager, the field accountant will be responsible for collection, consolidation and analysis of field financial records of the programme, and for reporting on the same in line with the set policies, procedures and regulations. The Field Accountant will be responsible for ensuring effective financial management and record-keeping for the Mau component of the 'Harmony in Habitat: Empowering Communities for Nature's Resilience' project.

Responsibilities:

Financial Record-Keeping & Transactions Management

- Maintain accurate and up-to-date financial records for all project-related transactions at the field level.
- Ensure that all receipts, invoices, and financial documents are filed and categorized appropriately.
- Process payments, advances, and reimbursements in a timely manner according to Rhino Ark's financial policies and donor requirements.
- Verify and track field-based expenditures, ensuring that project spending is in line with approved budgets.

Budget Monitoring & Reporting

- Assist the Programme Manager and Administration Officer with preparing annual and quarterly budgets for the project.
- Regularly monitor budget expenditure to ensure compliance with financial plans, reporting any variances to the Programme Manager.
- Prepare and submit financial reports for the project, ensuring they meet the necessary internal and donor requirements.
- Support the field-based team by providing regular updates on budget status and expenditures.

Procurement & Payment Processing

- Ensure proper documentation and authorization for all purchases, ensuring that procurement is in compliance with donor requirements and Rhino Ark's policies.
- Assist in managing relationships with local suppliers and contractors, ensuring that invoices and contracts are processed in line with financial procedures.
- Monitor payment schedules and assist in processing payments for services rendered, ensuring timely settlement of accounts.

Audit Preparation & Financial Compliance

- Support the preparation of financial reports for audits, ensuring all records are accurate and available when required by auditors.
- Ensure that all field-based financial transactions comply with both internal policies and donor requirements.
- Work closely with the Programme Manager to ensure that financial practices meet the necessary legal and institutional standards.

Cash Flow Management

- Assist in ensuring that adequate cash flow is maintained for the smooth running of project activities.
- Monitor petty cash, ensuring that all transactions are recorded accurately, and any discrepancies are flagged for review.
- Work closely with the Administration Manager to prepare financial documentation for cash flow forecasting and quarterly financial planning.

Coordination & Liaison

- Liaise with the Rhino Ark HQ finance team and WWF-Kenya HQ finance team to ensure that financial transactions are processed correctly and on time.
- Coordinate with local stakeholders and vendors on financial matters, ensuring effective communication regarding payments, contracts, and financial agreements.

- Provide financial advice and assistance to the project team when needed.

Other Duties

- Assist in any other financial tasks as requested by the Programme Manager.
- Participate in team meetings and contribute to the overall success of the project.
- Provide support for field-based activities, ensuring financial systems are in place and adhered to.

Essential Skills

- High level of attention to detail with excellent organizational skills.
- Proficiency in financial software and spreadsheets (e.g., MS Excel, QuickBooks, or other financial tools).
- Strong written and spoken English and Swahili communication skills.
- Ability to maintain confidentiality and work with sensitive financial information.
- Strong ability to prioritize and manage multiple tasks effectively.

Experience

- Proven experience in accounting, financial management, or a similar role, preferably in the context of donor-funded projects.
- Experience in preparing and managing budgets and financial reports.
- Knowledge of procurement processes and payment procedures.
- Experience in managing local finances, including petty cash, within field operations.
- Prior experience in the conservation or environmental sector is an advantage.

Qualifications

- A degree in accounting, finance, business administration, or a related field.
- A professional certification in accounting (e.g., CPA, ACCA) is required.
- Additional training or experience in project finance and donor compliance will be an advantage.