



MAUA METHODIST HOSPITAL

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RE-ADVERTISEMENT

CHAP STAWISHA ACCOUNTANT POSITION

Maua Methodist Hospital (MMH) is a national institution of the Methodist Church in Kenya which was established in 1928 by the British Methodist Missionaries in obedience to the great commission of Christ. From that humble modest start the hospital has grown to a regional Referral and Teaching Hospital in Meru County. MMH is also a hub for community health and development services.

As a provider of **quality** and **compassionate health care in obedience of the great commandment**, we recognize that a team of people with great **character, compassion** and **excellent skills** are our most valuable resource. To strengthen our team, we are seeking to hire for a **CHAP Stawisha Accountant**.

Key Responsibilities:

- Prepare and manage project books of accounts using QuickBooks; generate timely financial and donor reports to support informed decision-making.
- Oversee budget planning, monitoring, and reporting, including burn rate analysis and costed work plans, ensuring compliance with donor guidelines and budget thresholds.
- Ensure accurate recording, filing, and secure storage of financial documents; facilitate monthly reconciliations and statutory compliance including payroll and deductions.
- Coordinate procurement processes in line with organizational and sub award policies, ensuring transparency and proper documentation.
- Manage bank transactions, project payments, and wire transfer requests; maintain custody of accounting records, cheque books, and financial tools.
- Upload monthly financial reports to Alfresco; ensure timely submission of projections, VAT, HRH, and other donor-specific reports.
- Maintain and verify a comprehensive asset register; support external audits and closure of audit findings.
- Provide financial mentorship to satellite sites, ensure internal controls are implemented, and lead risk management practices across financial operations.

Requirements:

- A Bachelor's degree in Accounting, Commerce, or Finance.
- Must possess CPA II or an equivalent, valid certification.
- At least 2 years of experience working in a busy finance office.
- Proficiency in financial software applications is required; knowledge in QuickBooks will be an added advantage.

- Must be a born again and committed Christian with evidence of maturity in faith.
- Must be an honest person full of integrity in their personal conduct and handling of job responsibilities.
- Must demonstrate high integrity and ethical practice.
- Must demonstrate ability to work independently with minimum supervision.
- Must be a team player who is able to work cordially in teams.
- Must demonstrate ability to multitask.
- Must demonstrate commitment to operational effectiveness.
- Should have ability to solve problems by applying relevant business knowledge.
- Should demonstrate professional expertise in the relevant work area.
- Must have the ability to communicate for both written and oral communication.
- Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals.

If you possess the above, we are looking for you;

Send an application letter and curriculum vitae (CV) only to the **Human Resources Manager** via **mmh.recruitment@gmail.com** on or before **9th May, 2025** and fill an auto-replied **online application form**. If you do not receive the auto reply, check your spam/junk mail. **Please note, due to high volume of applicants only shortlisted candidates will be contacted.** For further details regarding the position please visit our website: www.methodisthospitalmaua.org