

## VACANCY ANNOUNCEMENT

Based in Nairobi, The **Africa Digital Media Institute (ADMI)** is Eastern Africa's premier creative arts, media and technology training institution, and is part of the ADMG, comprising of the Institute, Studio and Foundation. The Studio produce compelling African stories and games to engage audiences worldwide. And the Foundation mobilizes capital, talent and other resources to support engagement of Africa's digital generation in the fast-growing, global creative economy. ADMI and its affiliates form an innovative social enterprise through which the next generation of digital professionals and creative entrepreneurs get the training, mentorship and platform they need to turn their passion into a profession.

### ACCOUNTS ASSOCIATE

We are currently recruiting qualified personnel to fill the position of **Accounts Associate**. Under the supervision of the Senior Accountant, he/she will support the finance team in the maintenance and reporting of ADMI's financial systems and provide administrative support in relation to the company's overall accounting process.

#### Scope of Work

- Enforce financial standard operating procedures (including guiding on forms)
- Serve as a cognizant collections' agent and enforce collection procedures
- Receive, record and post all invoices and payments into the accounting system
- Reconcile accounts payable and receivable, and prepare statements
- Raise invoices, receive payments and issue/files receipts following payment
- Maintain, organise and continuously improve manual and digital financial records
- Disburse, reconcile and account for petty cash
- Offer data entry and other support for management accounting, reporting and analysis
- Provide assistance and support relating to the procurement process

#### Qualifications

- Business degree (Accounting, Finance, Economics)
- A minimum of CPA 2 or it's equivalent
- Minimum 3 years' experience in a busy Accounting environment
- Hands on experience working with a relevant accounting software/ERP
- Experience working in a learning institution will be a distinct advantage
- Ability to manage multiple projects and deadlines under direct supervision and independently
- Effective and consistent communication with colleagues and vendors
- Open to learning, dedicated to improving, committed to excellence

At ADMI, you too can turn your passion into a profession!

To apply, please send a **cover letter** and **updated CV** to [apply@africadigitalmedia.org](mailto:apply@africadigitalmedia.org) by **24<sup>th</sup> December 2020**