



**Job Title:** Accounts Assistant.

**Location:** Thika, Kenya.

**Reports to:** Finance & Administration Manager.

## About DAT

Diabetes Awareness Trust (DAT) is a Kenyan non-profit organization working to reduce suffering and prevent new cases of diabetes and other non-communicable diseases (NCDs) through awareness creation, nutrition education, consumer information, and advocacy. Learn more; <https://diabetesawarenesstrust.org/>

## Role Summary

We are seeking a detail-oriented Accounts Assistant to support financial operations in a donor-funded environment. The role will ensure accurate financial records, compliance with donor agreements, and adherence to Kenyan statutory requirements.

## Key Responsibilities

- ❖ Process accounting transactions including payments, invoices, Imprest, and journals.
- ❖ Maintain accurate records for donor-funded projects and ensure correct cost allocation.
- ❖ Support bank, cash and activities Imprest reconciliations.
- ❖ Assist in donor financial reporting and grant budget monitoring.
- ❖ Support compliance with KRA requirements (VAT, WHT, PAYE, NHIF, NSSF)
- ❖ Maintain proper filing and audit-ready documentation.
- ❖ Support internal and external audits.
- ❖ Assist with procurement and payment documentation in line with donor policies.

## Qualifications & Experience

- ❖ Diploma or Degree in Accounting, Finance, or Business-related field
- ❖ CPA Part I or II is an added advantage
- ❖ At least 1–3 years' experience in an NGO or donor-funded organisation
- ❖ Good working knowledge of Excel and QuickBooks accounting systems
- ❖ Understanding of donor compliance and restricted funds.

## Key Competencies

- ❖ High attention to detail and accuracy.
- ❖ Strong organisational and time management skills.
- ❖ Integrity and ability to handle confidential information.
- ❖ Ability to work with multiple projects and deadlines.

## How to Apply:

Interested candidates should submit their CV and cover letter indicating their suitability for the role to [careers@diabetesawarenesstrust.org](mailto:careers@diabetesawarenesstrust.org) With subject line; **Accounts Assistant Application by 31<sup>st</sup> January, 2026.**