



EASTERN AFRICA STANDBY FORCE SECRETARIAT

VACANCY ADVERTISEMENT -ACCT/2025

Background

The Eastern Africa Standby Force (EASF) is a Regional Organization whose mandate is to enhance peace and security in the Eastern Africa region. It is one of the five Regional Multidimensional Forces of the African Standby Force (ASF) consisting of Military, Police and Civilian components. EASF was established as a regional mechanism to provide capability for rapid deployment of forces to carry out preventive deployment, rapid intervention, peace support/stability operations and peace enforcement.

The EASF has four Structures namely; the Secretariat, Planning Element, Force Headquarters and Logistics Base. The EASF is seeking to recruit an **ACCOUNTANT**, who will be responsible for maintaining high standards of accounting services in line with the EASF regulations, administer and manage all financial aspects of the organization.

Post: Accountant

Reports to: Senior Accountant

Key Responsibilities

1. Manage the financial accounting and reporting in accordance with the financial regulations.
2. Generate periodical reconciled cash and bank reports.
3. Maintain cashbooks, payroll and statutory returns.
4. Undertake budget preparation and implementation of budgetary control measures.
5. Responsible for the preparation of the final accounts for submission to external auditors in accordance with the existing financial regulations.
6. Undertake ad hoc financial analysis from time to time to assist the management in evaluating financial spending and potential for cost efficiencies.
7. Perform any other related duties as may be assigned.

Key Qualifications and Experience

- a. Be aged between 25 - 50 years
- b. Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or related field from a recognized University.
- c. At least 5 years' continuous-working experience in a busy Finance section in a regional organization or busy firm.
- d. CMA, CPA, ACCA, CIMA or equivalent professional qualification with full membership with an internationally recognized professional auditing/accounting institution.
- e. Management accounting experience including budgeting, forecasting, monthly reporting.

- f. Proven ability for implementing and monitoring financial controls.
- g. Staff management experience.
- h. Be a person of high integrity with no criminal record.
- i. Must be a Kenyan Citizen.
- j. Ability to foster teamwork, encourage initiative and supervises staff.
- k. Be proficient in written and spoken English; knowledge of French and Arabic or other regional languages will be an added advantage.

Key Skills and Competencies

- a. Have excellent numerical and analytical skills.
- b. Have a strategic outlook with the ability to drive change where necessary.
- c. Proficiency in financial accounting and reporting.
- d. Have proven capacity to make critical decisions in financial management.
- e. Have excellent planning, organizational and time management skills.
- f. Have strong leadership skills.
- g. Excellent interpersonal and communication skills.
- h. Demonstrate commitment to EASF mission, vision and values.
- i. Respect the culture, gender, religion, race and nationality of all the members of EASF.
- j. Resourcefulness, sound judgment and decision making skills.
- k. Share knowledge and experience that would contribute to the growth of EASF.
- l. Provide helpful feedback and advice to others in the office in order to improve team building.
- m. Be resilient and able to work well under pressure and prioritize heavy workload.
- n. Have proven hands-on knowledge of computer operations and appropriate computer packages

TERMS AND CONDITIONS OF SERVICE

The position is a three (3) year renewable contract subject to Performance appraisal and in accordance with the EASF Service Regulations.

How to Apply

Suitably qualified candidates are invited to apply for the position, enclosing CVs with full details of education, professional qualifications, experience, copies of academic and professional certificates, relevant testimonials, and National ID. The sealed applications should be submitted to the address below by **28th NOVEMBER, 2025** with the envelopes clearly marked **ACCOUNTANT**.

The Eastern Africa Standby Force (EASF) Secretariat

Westwood Park Road
P.O Box 1444 - 00502
KAREN, NAIROBI
KENYA

Any application received after the deadline will not be considered. Female candidates are encouraged to apply.