



Embassy of the Kingdom of Belgium  
in **Nairobi**

Limuru Road  
PO Box 30461 – 00100 Nairobi  
T +254 (0)730 842 000  
E-mail: nairobi@diplobel.fed.be  
[kenya.diplomatie.belgium.be](mailto:nairobi@diplobel.fed.be)

## **Job opening: Head Accountant**

### **The Embassy of Belgium is looking for a Head Accountant**

**Position:** Head Accountant with excellent organizational skills

**Location:** Embassy of Belgium, Limuru Road, Muthaiga, 00100 Nairobi, PO Box 30461

**Deadline for applications:** 29/10/2023, 10h00 (Nairobi time)

### **Job Description:**

**As an accounting file management operative**, Encode and update data in the required accounting systems, calculate and plan payments of remuneration receipts, promotions etc., plan or contribute to planning yearly budgets, make payments, manage relations with banks, relevant government authorities (e.g. for VAT reimbursements, social contributions etc.), archive accounting items and documents, monitor and manage consular revenue, help with the renegotiation of contracts, translate accounting receipts and documents, communicate by email and phone with internal and external service providers, suppliers of goods and banks to ensure that the standards and accounting principles are observed in the file management.

**As a budget management support operative**, gather data needed for annual forecasts and periodic budget reviews, check and draw up spending statements concerning the budgetary envelopes in order to avoid any overruns.

**As a logistics management operative**, suggest an order of priority according to level of urgency and budgetary constraints, draft or help to draft specifications for works, equipment and services, monitor or contribute to monitoring public contracts (receipt and analysis of tenders, drafting of attribution reports, writing of order forms, follow-up of services, etc.).

### **Required Competences / Qualities**

- Languages: excellent command of English (written and oral skills)
- Respect for ethical standards, data protection and high standards of integrity
- Great flexibility to work on different subjects, within different teams and independently
- A capacity for analysis and synthesis with an eye for detail
- Strong organizational and communication skills
- Strong IT skills

- Sociability
- Sense for initiative
- Ability to work under pressure
- No criminal record

### **Optional Competences**

- Knowledge of French and/or Dutch and/or Swahili is a considerable asset

### **Practical Details:**

- 1 year contract, renewable
- For non-Kenyans: a work permit is needed and must already be obtained
- Starting date: as soon as possible
- Selection procedure:  
After a pre-screening, the main selection procedure will be a series of practical tests and an interview with the selecting committee comprised of Embassy officials.

### **Applications**

To apply for this position, please send your cv and motivation letter to [nairobi@diplobel.fed.be](mailto:nairobi@diplobel.fed.be) before Sunday 29/10/2023, 10h00 (Nairobi time).

Selected applicants will be contacted on 30 October 2023 if they are invited to participate in a test on 31 October.