



COMMUNITY EMPOWERMENT FOR SUSTAINABLE DEVELOPMENT

Mumias, Kakamega County, Kenya
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EXTERNAL JOB ADVERTISEMENT

Voluntary Service & Professional Growth Opportunity

Position Title:	Accounts Assistant (Volunteer)
Organization:	Community Empowerment for Sustainable Development (CESUD)
Duty Station:	Mumias Main Office, Kakamega County
Duration:	6 Months (Volunteer Basis)
Nature of Engagement:	100% Volunteer (Opportunity for Future Consideration)
Application Deadline:	31/09/2026

1. CONTEXT & POSITION OVERVIEW

Community Empowerment for Sustainable Development (CESUD) is seeking a dedicated, detail-oriented, and ethical candidate to serve as an **Accounts Assistant** on a 100% volunteer basis for a duration of six (6) months.

This opportunity is specifically designed for candidates seeking practical professional exposure in accounting functions, general financial administration, and day-to-day office management within the CBO sector. While this position is unpaid, the serving volunteer will be given priority consideration for formal engagement/employment in the event CESUD secures project funding.

2. KEY DUTIES & RESPONSIBILITIES

A. Accountant & Financial Functions:

- Maintain and update daily accounting books, cash books, petty cash receipts, and ledger entries.
- Prepare payment vouchers, verify incoming invoices, supporting document matching, and receipts.
- Assist with monthly bank reconciliations, cash flow monitoring, and routine financial tracking.
- Support budget tracking and financial reporting for institutional and community-based projects.
- Ensure compliance with organizational financial guidelines, internal controls, and standard accounting principles.

B. Office Management & Clerical Functions:

- Oversee day-to-day office management, front-office administrative operations, and routine correspondence.
- Manage office stationery, equipment inventories, and log consumption of office supplies.
- Coordinate executive schedules, organize meeting logistics, and maintain official visitor logs.
- Maintain well-organized, confidential, and easily accessible soft/hard copy filing systems for audit readiness.

3. MINIMUM QUALIFICATIONS & REQUIREMENTS

- **Professional Certification:** Minimum of CPA Section II (CPA Part 1) OR completed Accounting Technicians Diploma (ATD) from a recognized examination body (e.g., KASNEB).
- **Technical Proficiency:** Competency in Microsoft Excel/Word and familiarity with computerized accounting systems (e.g., QuickBooks).
- **Core Competencies:** High level of financial integrity, accuracy, strong administrative capability, and good communication skills.
- **Availability:** Readiness to commit to a 6-month full-time or agreed schedule on a 100% volunteer basis.

Important Notice: This position is 100% voluntary with no stipend or monetary salary attached. Its primary objective is capacity building, service, and positioning the candidate for potential funded opportunities as organizational grants are secured.

4. APPLICATION PROCEDURE

Eligible applicants are invited to submit their Application Letter and Curriculum Vitae (CV) referencing the position to the Office of the Executive Director via email at info@cesud-kenya.org or hand delivery to the Secretariat Office in Mumias.

Application Deadline (Dateline): 31/09/2026

Issued by:



Office of the Executive Director

Community Empowerment for Sustainable Development (CESUD)

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