



OMCP MARA CARBON CLG ACCOUNTS ASSISTANT RECRUITMENT

An opportunity to support finance operations for a unique carbon project in the Mara.

Role	Accounts Assistant	Location	Aitong, Maasai Mara
Status	Full-time	Reports to	Finance & Admin Manager
Contract period	Two (2) years, renewable based on performance and project funding		

ABOUT THE ONE MARA CARBON PROJECT (OMCP)

The One Mara Carbon Project is a landscape-scale initiative that supports sustainable rangeland management, biodiversity conservation, climate change mitigation, and improved livelihoods for local communities within the Greater Maasai Mara ecosystem. The project works closely with conservancies, landowners, county governments, and other stakeholders to implement regenerative grazing practices, strengthen ecosystem resilience, and generate high-integrity carbon credits under internationally recognized carbon standards.

POSITION OVERVIEW

The Accounts Assistant will provide day-to-day accounting and administrative support to the finance function. The successful candidate will assist with processing financial transactions, maintaining accounting records, preparing reconciliations, supporting internal and external financial audits, and ensuring compliance with organizational policies and donor requirements.

JOB RESPONSIBILITIES

- Maintain accurate financial records and filing systems.
- Process supplier invoices, payment vouchers, and staff reimbursements.
- Assist in preparation and processing of payments.
- Perform bank, cash, and balance sheet reconciliations.
- Assist in accounts payable and accounts receivable management.
- Record financial transactions in the accounting system accurately and on time.
- Support monthly, quarterly, and annual financial closing processes.
- Assist in budget monitoring and expenditure tracking.

- Prepare statutory payment schedules and support compliance with tax and other regulatory requirements.
- Support internal and external audits by preparing required documentation.
- Ensure compliance with organizational financial policies, procedures, and donor regulations.
- Perform any other finance and administrative duties assigned by the Finance Manager.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Commerce, or a related field.
- CPA Part II or equivalent professional accounting qualification; CPA Part III is an added advantage.
- Minimum of 2 years' relevant accounting or finance experience.
- Experience working with NGOs, conservation organizations, or donor-funded projects is an advantage.
- Proficiency in accounting software (e.g., Sage or similar).
- Strong knowledge of Microsoft Excel and other Microsoft Office applications.

Skills and competencies

- High level of integrity and professionalism.
- Strong numerical and analytical skills.
- Excellent attention to detail and accuracy.
- Good organizational and time management skills.
- Ability to work independently and meet deadlines.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality when handling financial information.

WORKING CONDITIONS

- Expected frequent travel to project sites within the Maasai Mara landscape.

WHAT WE OFFER

- An opportunity to work on one of Africa's leading landscape-scale carbon initiatives.
- Opportunity to contribute to climate action, biodiversity conservation and community development.
- A collaborative and mission-driven work environment.
- Professional growth and continuous learning opportunities.
- Competitive remuneration package commensurate with qualifications and experience.

HOW TO APPLY

Application requirements

- A cover letter.
- A Curriculum Vitae (CV) detailing relevant experience.
- Contact details of at least three professional referees.
- Copies of academic and professional certificates.

Submit to:

Email: hr@onemaracarbon.org

Subject: Accounts Assistant Application

Deadline: On or before September 2nd, 2026, at 11:59 pm EAT

Please note: *Applications will be reviewed on a rolling basis, and the position may be filled before the closing date if a suitable candidate is identified. Early applications are therefore encouraged.*

Only shortlisted candidates will be contacted.

OMCP Mara Carbon CLG is an equal opportunity employer and is committed to fostering a diverse, equitable, and inclusive workplace. We encourage applications from women, Indigenous Peoples and Local Communities (IPLCs), persons with disabilities, and candidates from diverse backgrounds.