

The Kenya Association of Music Producers (KAMP), the Performers Rights Society of Kenya (PRISK), are licensed Collective Management Organizations (CMOS) by the regulator, Kenya Copyright Board (KECOBO). They administer, exercise, and enforce the exploitation of performances in public places, broadcasting, and communication to the public rights in sound recordings, dramatic works, and mechanical reproduction rights of copyrighted musical works. The CMOs derive their respective mandates under Article 40(5) of the Constitution of Kenya and the Copyright Act of 2001.

KAMP-PRISK jointly seeks to engage Regional Accountants for different Regions in the country. This role involves assisting accounting officers and senior management in the maintenance, reporting, and management of the KAMP-PRISK finances.

Regions;

1. Nairobi Region – Nairobi Office
2. Central Region -Nyeri Office
3. South Rift Region – Nakuru Office
4. Upper Eastern Region – Meru Office
5. Nyanza Region – Kisumu Office

Responsibilities

Reporting to the Regional Manager of the allocated region, the incumbent will be responsible for;

- Ensuring accurate posting/data capture of all financial transactions in the accounting system.
- Liaison with Regional Managers on Financial Matters.
- Maintaining of Bounced Cheque Reports, and coordinating with the Regional Managers on their Recoveries.
- Updating daily banking reports.
- Maintaining accountable books records
- Receiving Coinages from field officers.
- Preparation of accurate and timely monthly, quarterly and annual management reports to the National accountants.
- Preparation of regional budgets.
- Analysing debtors, debtors' aged lists and follow-ups, debtors' reconciliations.
- Confirmation and updating of debtors register.
- Any other duties as may be assigned from time to time by your supervisor

Key Qualifications

- Degree in Accounting will be an added advantage
- Diploma holder in business administration
- CPA 2

Job Specification

- At least 2 years' experience in bookkeeping practices
- Experience with accounting systems especially QuickBooks
- Understanding of filing systems
- Knowledge of accounting rules and legislation
- Prioritization skills,
- Communication skills

- Attention to detail
- Willingness to learn
- Organizational skills
- Discretion
- Interpersonal skills

Remuneration

- Gross Pay 30,000/=

How to Apply

If you meet the above requirements, please send your Application and Resume indicating the region you are interested; to “kamppriskhr@prisk.or.ke”. The subject of the email should be “**REGIONAL ACCOUNTANT /THE NAME OF REGION**” by 5.00pm on 28th FEBRUARY 2023.