

## Mpala Job Opportunities

**Position:** Accounts Payable Officer (1)  
**Location:** Mpala Research Centre – Nanyuki, Laikipia

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### About Mpala

In the heart of Laikipia County, where golden savannah stretches to the horizon and the calls of over 550 bird species fill the air, lies Mpala, a living laboratory unlike any other. Here, scientists, students and conservationists from around the world work side by side, tackling urgent global challenges, from protecting endangered species to understanding climate change, from studying human–wildlife coexistence to advancing public health.

At Mpala, research is not confined to books or screens, it is lived, breathed and experienced in the wild. For those ready to immerse themselves in science at its source, Mpala is more than a workplace, it's a place where your work becomes part of the story of conservation.

### About the Position

As our Accounts Payable Officer, you will be more than just a data processor; you will serve as a Mpala Research Centre is seeking to recruit a highly organized, detail-oriented and accountable Accounts Payable Officer to join its Finance Department.

The Accounts Payable Officer will be responsible for the accurate, timely and efficient processing and management of supplier invoices, payments, staff claims, advances and other approved financial obligations, while ensuring compliance with Mpala's financial policies, procurement procedures, internal controls and applicable statutory requirements.

The role will work closely with Finance, Procurement, departmental managers and other stakeholders to maintain accurate financial records, support effective cash-flow management and ensure that all payments are properly authorized and adequately supported.

### Key Responsibilities

- Review, verify and process supplier invoices, payment requests and staff claim against approved documentation.
- Prepare payment schedules and vouchers and ensure payments are processed accurately and within approved timelines.
- Maintain accurate supplier accounts, reconcile statements and resolve discrepancies promptly.
- Ensure all transactions comply with Mpala's financial policies, procurement procedures, approval requirements and internal controls.
- Maintain complete and accurate accounts payable records and supporting documentation.
- Identify and report duplicate invoices, unusual transactions, discrepancies and potential control weaknesses.
- Liaise with Procurement, Stores, departmental teams and suppliers to resolve invoice, delivery and payment queries.
- Support month-end and year-end closing, financial reporting and internal and external audits.

### Qualifications and Experience

- Bachelor's Degree in Accounting, Finance, Commerce, Business Administration, or a closely related field
- Minimum CPA Part II (or equivalent); active progression toward full CPA/ACCA qualification is a distinct advantage.

- 2- 3 years' experience in high-volume accounts payable or general accounting.
- Prior experience within an NGO, research institution, conservation organization, or donor-funded project environment is highly desired.
- Proficiency in Microsoft Office, particularly Excel, and experience using accounting or ERP systems.
- Strong knowledge of accounts payable processes, invoice processing, reconciliations, financial documentation and financial controls.
- High levels of integrity, accuracy, confidentiality, organization and accountability, with the ability to work effectively under pressure and meet deadlines.

#### **Why Join Us?**

- Directly support global conservation efforts and world-changing scientific research.
- Expand your financial acumen through structured development, complex multi-donor accounting exposure and mentorship.
- Work within a passionate, tight-knit team committed to excellence and transparency.

#### **How to Apply**

##### **Interested candidates should submit:**

1. A cover letter explaining their suitability for the position; and
2. An updated CV, including contact details for three referees.

Applications should be submitted electronically to [jobs@mpala.org](mailto:jobs@mpala.org) with the subject line Application: Accounts Payable Officer.

**Only shortlisted candidates will be conducted.**