



VACANCY! VACANCY! VACANCY!

Kamukunji Technical and Vocational College is a Public TVET Tertiary College under the Ministry of Education, State Department for Technical and Vocational Training. It is located at 3rd Eastleigh Avenue next to Airbase Police Post, Airbase sub-location, Airbase location, Eastleigh Division, Kamukunji Sub-county in Nairobi County.

The Board of Governors is seeking to fill the following post on a one-year (renewable) contract period subject to annual performance-based appraisal

1. ADVERT NO: KTVC/ JOB APP /ACC/01/09/025: ACCOUNTANT -1 Post

This position is responsible for the provision of financial services that include financial accounting, and management accounting so as to ensure the college finances are prudently managed and quality financial information required for decision making availed in a timely manner.

REQUIREMENTS FOR THE POST

- a) Minimum KCSE C+ (Plus), A diploma in accounting or related field from a recognized institution.
- b) Certified Public Accountant CPA (K)
- c) Member of Institute of Certified Public Accountants of Kenya (ICPAK)
- d) At least THREE (3) years' experience in a similar position.
- e) Proficiency in computer accounting packages
- f) Knowledge of financial reporting guidelines in the public sector
- g) Knowledge of relevant legislation
- h) Valid Certificate of good Conduct
- i) Compliance with Chapter 6 of the constitution



DUTIES AND RESPONSIBILITIES

- a) Preparation and verification of vouchers and committal documents in accordance with the laid down rules and regulations;
- b) Data capture; maintenance of primary records such as cash books, ledgers, vote books, registers and preparation of simple management reports including imprest and expenditure returns.
- c) Signing of payment vouchers; cash flow control and analysis; bank reconciliations;
- d) Collection of fees from trainees and other stakeholders
- e) Depositing and withdrawing cash;
- f) Maintaining petty cash;
- g) Remittance of statutory deductions and the filing of returns as required by law;
- h) Preparation of monthly and quarterly accounting reports for purposes of submission to the Finance Officer.

- i) Account for all expenditure and ensure that it is within the policies and procedures of the college to provide transparency and integrity in the process.
- j) Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process
- k) Provide reports on the college's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner.
- l) Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the college budget
- m) Prepare accurate year-end financial statements to assist with the preparation of financial statements, and with planning for resources
- n) Process staff payments in a timely manner and in line with the college's policies and procedures, to ensure minimal disruptions of its operations due to non- payment
- o) Monitor the college payments and receipts on a day to day basis

ORIGINAL APPLICATION LETTER, DETAILED CV, COPIES OF NATIONAL IDENTITY CARD, ACADEMIC AND PROFESSIONAL CERTIFICATES SHOULD BE SENT TO:

**THE PRINCIPAL/SECRETARY BOARD OF GOVERNORS
KAMUKUNJI TECHNICAL & VOCATIONAL COLLEGE
P. O. BOX 1626-00600
NAIROBI.**

Email: info@kamukunjitvc.ac.ke

APPLICATIONS TO BE SUBMITTED/RECEIVED ON OR BEFORE **TUESDAY**
23rd SEPTEMBER, 2025.

NOTE:

1. Advertisement number should be indicated on the envelope and first page of the application letter.
 2. Kamukunji TVC is an Equal opportunity employer; women, youth and persons with disabilities are encouraged to apply
 3. Only qualified candidates shall be acknowledged.
 4. Canvassing for the posts is highly prohibited.
- Kamukunji TVC is an equal opportunity employer, Persons With Disabilities are encouraged to apply

