



JOB ADVERTISEMENT

FINANCE OFFICER (1 POST)

Kiharu Technical and Vocational College is an Accredited Government TVET institution. It is situated in Muranga county, Kiharu constituency, Gaturi ward, kiambu shopping Centre along Murang'a Kiriani Road. We are seeking to recruit a competent self-driven and qualified Finance Officer.

Duties and Responsibilities

- i. Under the direction of the principal, the incumbent will be responsible for a wide range of accounting duties in analyzing, preparing and maintaining financial records and reports, budgetary control and management to ensure effective and efficient utilization of resources in line with Government financial management policies and procedures.
- ii. Preparation of monthly management accounts.
- iii. Keeping of proper books of account that are in line with IFRS and accounting standards.
- iv. Prepare regular and timely reports for the Board of Governors.
- v. Assist with the institution's cash flow situation, credit control, debt collection etc.
- vi. Prepare regular bank reports and forecasts.
- vii. Reconciliation, control and correction of key statement of financial position accounts.
- viii. Assist in the preparation of monthly and year end accounts to a satisfactory level and in accordance with the institution's requirements.
- ix. Control of payroll and associated reporting.
- x. Ensure high standards of administration and record keeping in compliance with accounting practice and institution's procedures.

Qualifications

- Bachelor's degree in Finance/ Accounting or at least CPA section II. A combination of the two will be an added advantage.

*Approved for
circulation*

**KIHARU TECHNICAL AND
VOCATIONAL COLLEGE
PRINCIPAL
DATE...19-07-2020
P. O. Box 29-10200,
MURANG'A**

- At least 2 years' experience as an accountant. Experience in a training institution set up will be an added advantage.
- Be able to work efficiently to complete own tasks, as well as motivating team.
- Be able to complete larger projects, whilst managing day-to-day workload.
- Should be ready to start the job within a short period's notice.

How to Apply

Applicants should submit their applications attaching copies of relevant academic and professional certificates, National Identity Card or Passports, accompanied by a detailed Curriculum Vitae on or before close of business on **Friday 26th July, 2024**.

Applications should be addressed to:

The Principal

Kiharu Technical and Vocational College

P.O Box 29-10200, Murang'a

kiharutvc@gmail.com

Kiharu Technical and Vocational College is an equal opportunity employer, women, marginalized and persons living with disability are encouraged to apply.

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