

I. ACCOUNTS ASSISTANT

(a) Job Description

Reporting to the Principal Finance Officer, the duties and responsibilities of this role will entail:-

- (i) Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- (ii) Generating of clients' invoices and assessment notices for prompt dispatch;
- (iii) Preparing the Secretariat payments in line with financial management policy provision;
- (iv) Issuing of receipts to inward funds received and inward register for cheques received and direct bankings while maintaining cheque payment register;
- (v) Reconciling debtors and creditors registers on a monthly basis;
- (vi) Undertaking monthly bank reconciliation and advise on outstanding/uncleared effects;
- (vii) Preparing KRA, PAYE & VAT returns in compliance with relevant tax laws;
- (viii) Maintaining and updating fixed assets register on a regular basis and assigning asset codes for marking reconciling with the relevant GL accounts;
- (ix) Generating imprest requests and maintain up to date register on prompt surrender for monthly review;
- (x) Posting receipts and payments cash book and Vote book and maintaining the Secretariat's computerized cash book;
- (xi) Capturing data, maintaining primary records such as cashbooks, ledgers and registers and maintaining records for creditors and debtors;
- (xii) Maintaining cheque payments and cheque Inward/receipts register ensuring completeness PAYEE, dispatch, cancelled cheques etc.;
- (xiii) Maintaining Finance document movement register and recording of

- correspondence, requests from other department and payments instructions;
- (xiv)** Generating regular reports to assist management in settlements of accounts payables and prompt collection of accounts receivables;
 - (xv)** Assisting in preparing, generating and compiling of accurate reports and briefs on financial issues including cash liquidity analysis, commitment and expenditure trends and formatting financial estimates;
 - (xvi)** Assisting in processing of expenditure reallocations within the budget and,
 - (xvii)** Any other duties that may be assigned from time to time.

(b) Job Specifications

For appointment to this role, a candidate must have:-

- Passed Certified Public Accountant (CPA) II Examination offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution.
- Bachelor's degree in any of the following disciplines:- Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other equivalent qualification from a recognized institution. **(Added Advantage)**.
- At least 1 year experience in a similar position in the public or private sector.
- Certificate in relevant computer accounting packages from a recognized institution and,
- Shown merit and ability as reflected in work performance and results.