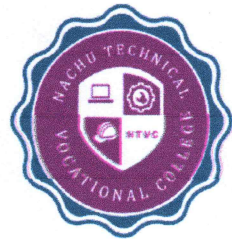


NACHU TECHNICAL AND VOCATIONAL COLLEGE



P.O. BOX 1455-00902,
KIKUYU; +254729043346, +254731219988
Email: nachutechnical@gmail.com, info@nachutech.ac.ke

Ref: NACHU/ADMIN/33/VOL 1/001

26th August 2022

ADVERTISEMENT FOR THE POSITION OF ACCOUNTANT

The Board of Governors, Nachu Technical and Vocational College, a public TVET Institution invites qualified, diligent and self-motivated individuals to apply for the above position. The candidate should meet the following qualifications:

Key Qualifications

1. Have a Bachelor's degree in Accounting, Finance or any other equivalent qualification.
2. Be a Certified Public Accountant CPA (K)
3. Be a member of the Institute of Certified Public Accountants (ICPAK)
4. Have excellent knowledge of accounting procedures and regulations
5. Be proficient in working with the relevant accounting packages
6. At least one-year accounting experience with a training institution
7. Fulfil chapter six of the constitution
8. Valid Certificate of good conduct

Duties and Responsibilities:

1. Preparation of the college budget in consultation with user departments.
2. Timely preparation and submission of statutory reports: NHIF, NSSF, PAYE among others.
3. Ensure proper and timely preparation and submission of periodic financial statements.
4. Be conversant with the Government Public Sector Financial regulations (PFM ACT, Circulars)
5. Preparation of monthly, quarterly and annual financial reports.
6. Put in place appropriate control measures to safeguard the college accounts.
7. Maintain inventory of the college bank accounts

Remuneration:

The position will attract a competitive package. The gross salary will range between KES 420,000-504,000 per annum. The position is on an annual renewable contract.

Deadline for Submission

Interested and qualified candidates are encouraged to submit their application letter and testimonials/certificates to nachutechnical@gmail.com, on or before 16th September 2022. Physical/hard copies can be dropped at Nachu Technical and Vocational College in Kikuyu Sub-County.

Nachu TVC is an equal opportunity employer.

