

2<sup>nd</sup> June 2009

## **RE-ADVERTISEMENT**

Greetings to all.

The following vacancy has arisen within the Finance Department and requires to be filled. The following is the job description and specification.

**POSITION:        ACCOUNTANT**

### **JOB DESCRIPTION**

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The incumbents shall undertake duties as follows:

1. Supervises, approves and processes the teaching and non teaching payroll sheets.
2. Updates all financial transactions on a daily basis.
3. Checks supplier statements and ensures that all stages of invoice and local purchase orders processing is fully and accurately completed with all backup documentation in place.
4. Verifies the revised documentation, prepares and approves payment vouchers.
5. Supervises petty cash disbursement and approval.
6. Ensures that all statutory payments are duly prepared and paid.
7. Cross checks and supervises the students ledger accounts and approves any changes to their respective accounts.
8. Checks all credit/debit/cheque and cash receipts have been fully and accurately completed
9. Collaborates with the implementation of internal audit credit control
10. Prepares the comprehensive annual financial reports
11. Assist with supervising and coordinating staff on the day to day activities of the general office.
12. Prepares and posts on the accounting system, journal entries to record transactions and make adjustments/corrections.

13. Analyses and reconciles general ledger accounts.
14. Communicates with and advises department heads and other departmental staff on expenditure and accounting issues.
15. Provides back up support and problem solving to other finance department staff
16. Reviews monthly interim financial statements, reconciles financial discrepancies and oversees the preparation of all bank reconciliations.
17. Reviews outstanding debtors on a weekly basis and prepares an action report for the directors
18. Monitors the use of the team's resources.
19. Supervises and plans the clerks duties
20. Supervises the statutory documents
21. Any other assignment as may be directed by the Deputy Principal Finance.

## **JOB SPECIFICATIONS**

1. Qualified Accountant and holder of:
  - Bachelor of Commerce (Accounting Option) degree
  - CPA K or ACCA Qualifications
2. At least 3years working experience in Audit Firm or Industry.
3. At least 25 years old.
4. Must be computer literate with the following accounting packages: Sage, QuickBooks and Pastel.
5. Excellent communication and interpersonal skills
6. Excellent organizational, planning and analytical skills
7. Strong team player of unquestionable integrity with leadership qualities
8. Impeccable interpersonal relationships
9. Ability to work effectively with people of different nationalities/ cultural backgrounds

If you feel you possess the above qualities, please forward your **application letter** and **Curriculum Vitae** indicating your daytime contacts to:

**The Human Resources Officer,  
Tangaza College  
P.O Box 15055-00509  
Nairobi.  
E-Mail: [hr@tangaza.org](mailto:hr@tangaza.org)**

Or drop the documents at the Human Resources pigeon hole. Only short listed candidates will be notified.

Closing date for applications is **Friday 12<sup>th</sup> June 2009.**

Mercy Kibe  
**Human Resources Officer.**

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