



**NACHU TECHNICAL AND VOCATIONAL
COLLEGE**

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Ref: NACHU/ADMIN/33/VOL 1/004

1st August 2023

ADVERTISEMENT FOR THE POSITION OF FINANCE OFFICER

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) and of good standing.
4. Must have at least one year experience working in a public TVET institution.
5. Have excellent knowledge of accounting procedures and regulations
6. Be proficient in working with the relevant accounting packages
7. Fulfil chapter six of the constitution
8. Valid Certificate of good conduct

Duties and Responsibilities:

1. Preparation of the college budget in accordance with the required guidelines.
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, and 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 and bank account

Deadline for Submission

Interested and qualified candidates are encouraged to submit their application letter and testimonials/certificates to nachutechnical@gmail.com, on or before 18th August 2023. Physical/hard copies can be dropped at Nachu Technical and Vocational College in Kikuyu Sub-County.

Nachu TVC is an equal opportunity employer. Women and people with disability are encouraged to apply.



Approved for Circulation
MURUGU
04/8/2023