



## **THE KISUMU NATIONAL POLYTECHNIC**

### **JOB ADVERT**

#### **A. FINANCE MANAGER JOB GROUP 'N' (CSG 8) – 1 POST**

The Finance Manager will be responsible to the Principal by providing timely and accurate financial advice and support to sustain overall financial health of the Institution.

#### **Specific duties and responsibilities**

- i). Preparation of periodic financial statements
- ii). Preparation, execution and control of Annual Budgets
- iii). Cash and Risk Management
- iv). Preparation of monthly and quarterly Management Reports
- v). Liaison with External Auditors to ensure timely Audit reporting.
- vi). Proper interpretation of financial regulations (GOK Circulars, PFM Act and full compliance with statutory requirements).
- vii). Coordination with other Managers to achieve the Polytechnic's Strategic Objectives.
- viii) Developing and executing procedures that ensure the Institution's Assets are properly safeguarded.

#### **Requirements for appointment**

- 1. B Com (Accounting or Finance) from a recognized University
- 2. MBA from a recognized University
- 3. CPA(K) and member of ICPAK on good standing.
- 4. At least 3 years' experience as a Finance Officer at JOB GROUP 'N' or equivalent in the Public Service or similar environment.

5. Possession of excellent computer skills including MS office and accounting packages.
6. Demonstrate attendance and successful completion of Senior Management course lasting not less than 4 weeks.
7. Compliance with Chapter SIX of the Constitution.

In addition, the candidate **MUST** possess the following interpersonal qualities:

- Ability to get on well in the diverse workforce
- Team playing skills
- Good communication skills
- Good organizational and interpersonal skills
- Demonstrated accuracy and analytical skills

## **B. ACCOUNTANT I JOB GROUP 'K; (CSG 10) (1 POST)**

Reporting to the Finance Officer, Accountant I will be required to deal with diverse operations in the Department. Duties will typically include supervision verification and occasional checks,

### **Specific duties and responsibilities**

- i). Verification of vouchers and committal documents in accordance with laid down procedures.
- ii). Safe custody of Institutional records and assets.
- iii). Extracting and providing cash liquidity analysis
- iv). Preparation of year-end financial statements.
- v). Performing other duties assigned by the Finance Manager from time to time.

### **Requirements for appointment**

- i). Bachelor of Commerce (Accounting or Finance) and CPA II; OR CPA (K).
- ii). Certificate in Computer Applications
- iii). Shown merit and ability as reflected in work performance and results.
- iv). At least 3 years' experience in a similar environment.

v). Compliance with CHAPTER SIX of the Constitution.

In addition to the above, the candidate **MUST** possess the following qualities:

- Ability to get on well with diverse workforce
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills
- Records Management and Analytical skills
- Good care for resources

**How to apply:**

1. Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit five (5) hard copies of their applications which should clearly be marked "Application for the position".
3. Applications must be submitted on or before **12<sup>TH</sup> APRIL, 2021. latest by 5.00 p.m. (East African Time)**
4. Applications should be addressed to **THE CHIEF PRINCIPAL, THE KISUMU NATIONAL POLYTECHNIC, P.O.BOX 143 KISUMU. Email** info@kisumupoly.ac.ke.

**NOTE:** The INSTITUTION is an equal opportunity employer. Women, the marginalized and persons living with disability are encouraged to apply.

FOR FURTHER DETAILS VISIT OUR WEB SITE **www.kisumupoly.ac.ke**