



## Kirinyaga University

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### VACANCIES

Kirinyaga University is a chartered government owned and established under the Universities Act No.42 of 2012. At present, the University runs degree programmes across six faculties; Health Sciences, Hospitality and Textile Technology, Computing and Information Technology, Business and Education, Pure and Applied Sciences and, Engineering and Built Environment. The University, situated about 115 kilometers from Nairobi, is among the vibrant and fastest growing citadels of learning in Kenya. The University invites applications from suitably qualified and experienced persons with excellent academic credentials to fill the following vacant position;

#### NON ACADEMIC POSITION

**Assistant Accountant                      Grade 8                      1 Position                      KyU/NT/080/11/2021**

#### REQUIREMENTS

##### **Duties and Responsibilities**

1. Prepare bank reconciliation statements.
2. Maintain assets Registers.
3. Preparation and maintenance of General Ledger accounts.
4. Ensure that all payments, bills are received and processed according to the laid down procedures and systems
5. Management of creditors control ledgers
6. Monthly aging of creditors to prepare management reports
7. Reconciliation of creditors statements
8. Processing of departments / section floats
9. Processing VAT and withholding tax for suppliers
10. Processing Air tickets for council members and senior members of staff
11. Perform any other duties as may be assigned by the immediate supervisor

#### **Qualifications**

- Bachelor of Commerce (Accounting Option) from a recognized institution.
- Must have (CPAK)
- Must be computer literate
- Three (3) years' working experience in a relevant position.
- Have worked using ERP System

**Mode of application**

Applicants must submit five (5) copies of applications giving details of the educational and professional qualifications, age, detailed work experience, present post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and areas of specialization, accompanied by a detailed curriculum vitae and a copy of most recent letter of appointment.

Interested applicants should send the applications to the undersigned, quoting the reference number for the job applied for so as to be received on or before **21<sup>st</sup> December, 2021**.

**THE VICE CHANCELLOR  
KIRINYAGA UNIVERSITY  
P. O. BOX 143-10300  
KERUGOYA**

*Kirinyaga University is an equal opportunity employer. Applicants of either gender, persons with disabilities and persons from marginalized communities are encouraged to apply.*

*Only Shortlisted Candidates will be contacted.*