

Accountant/Finance Officer

Gross salary: Consolidated (KDIC Scale 7)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Implement financial and accounting policies and procedures in line with the requirements of the Public Finance Management Act, International Financial Reporting Standards (IFRS) and other related government regulations to ensure prudent and optimal utilization and accounting of the Corporation's financial resources;
- ii. Maintain complete, timely and accurate financial records in the implementation of the Corporation's annual budgets, corporate annual work plan, and the Corporation's annual reports;
- iii. Keep accurate, complete and timely financial records to enhance the internal control systems to monitor financial accounting and safeguard assets from waste through policies, procedures, checks and balances, to ensure that the tax payer gets value for money;
- iv. Keep accurate, complete and timely financial records in the management of working capital (current assets and current liabilities);
- v. Perfect documents for payments and make payments within the stipulated period;
- vi. Update transactions in the general ledger, cash book and other subsidiary ledgers for the Corporation;
- vii. Prepare invoices for the reimbursement of expenses incurred by the Corporation on behalf of the Institutions in Liquidation;
- viii. Maintain the invoices register for the Corporation;
- ix. Management of the finance registry to ensure that accountable documents and records are properly filed and accessed by authorised personnel only;
- x. Maintain a register on public complaints and process requests for access to information to enhance service delivery in the directorate;
- xi. Document the implementation of the citizen service delivery charter in the directorate;

- xii. Implement the Corporation's Annual Budget and Work Plan by keeping timely, complete and accurate financial records;
- xiii. Implement the directorate's annual work plans, budget and procurement plan by keeping timely, complete and accurate financial records

a) Requirements for Appointment;

- i. At least three (3) years relevant work experience
- ii. Bachelor's degree in Commerce, Accounts or business-related field;
- iii. Professional Accounting qualification: Full Certified Public Accountant or an equivalent qualification from a recognised institution;
- iv. Proficiency in computer applications;
- v. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010.