

# KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100  
NYERI



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*Vision: A Transformative, Self-directing and Competent Teacher*

## ADVERT NO. KAG.TTC/HR/ ACCOUNTANT /01/2024-2025 (ONE) POST

*Basic Salary for this position is between Kshs. 39,700/= to Kshs. 52,960/= p.m*

### Key qualifications

- i. CPA Section 6
- ii. ICPAK membership
- iii. More than 5 years' experience in accounts, preferably in learning institution.

### Other requirements

- i. must have knowledge / conversant with IPSAS reporting standard
- ii. knowledge on ERP operations will be an added advantage

### Duties and responsibilities

1. Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
2. Capture data and posting to primary record books/document i.e cash books and ledger.
3. Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account.
4. Coordinating the administration of statutory accounts to ensure full compliance with laws and regulations, in order to reduce risks from noncompliance.
5. Coordinate preparation of timely and proper bank reconciliation statements to show the correct liquidity of the institution.
6. Generate monthly financial statement/reports/accounts for the management to make informed financial decisions.
7. Ensure safe custody of the institution's records for reference purposes to enhance easy retrieval of the information when preparing statements.
8. Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process.
9. Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner.
10. Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institution budget.
11. Monitor the institution payments and receipts on a day to day basis
12. Any other duties assigned by management from time to time.

CHIEF PRINCIPAL  
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*Mission: To provide inclusive and market-driven teacher education and training*

ISO 9001: 2015 CERTIFIED