

KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100
NYERI



Mobile No.0701972912 (Calls only)
Mobile No. 0796632055
Email: info@kagumocollege.ac.ke
Website: www.kagumocollege.ac.ke

Vision: A Centre for Globally Competitive Teacher Education and Training

JOB VACANCY ADVERTISEMENT

Kagumo Teachers' Training College is a public national institution whose mandate is to train Secondary School Diploma Teachers in Science and Humanities. The college is located along Gatitu-Kangaita road off Nyeri- Karatina Highway.

The institution is looking for a qualified candidate to fill an Accountant position.

S/No.	Vacant Position	Reference number	Vacancy	Term of employment
1.	Accountant	KAG.TTC/HR/ACC/01/2021-2022	1	2 years Contract-Renewable

Detailed job description can be accessed on the college website www.kagumocollege.ac.ke/recruitments

All applications should be received on or before **Friday, 4th March 2022**

Interested and qualified persons are advised to send applications and testimonials to the college email info@kagumocollege.ac.ke or hand delivery to the Chief Principal Office. Kindly note that only shortlisted candidates will be contacted.

Applications should be addressed to:

The Chief Principal
Kagumo Teachers' Training College
P.o Box 18-10100
Nyeri .

Kagumo Teachers' Training College is an equal opportunity employer. We appreciate diversity and committed to providing an inclusive environment for employees.

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ADVERT NO. KAG.TTC/HR/ACC/01/2021-2022- ACCOUNTANT- (ONE) POST

Key qualifications

- i. A Bachelor Degree in Accounting or related field from a recognized institution
- ii. CPA III and ICPAK membership
- iii. 2 years' experience in accounts, preferably in learning institution.
- iv. Compliance with Chapter 6 of the constitution

Duties and responsibilities

- a) Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
- b) Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
- c) Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently.
- d) Bank accounts reconciliations and resolve various issues with banks such as cleared cheque differences, bank fee anomalies and targeted balance calculations.
- e) Ensure compliance with tax, financial and other reporting and statutory requirements.
- f) Capture data and posting to primary record books/document i.e cash books and ledger.
- g) Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account.
- h) Account for all expenditure and ensure that it is within the policies and procedures of the institution to provide transparency and integrity in the process.
- i) Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process.
- j) 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.
- k) Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institution budget.
- l) Prepare accurate year-end financial statements to assist with the preparation of financial statements, and with planning for resources.
- m) Process staff payments in a timely manner and in line with the institution's policies and procedures, to ensure minimal disruptions of its operations due to non- payment.
- n) Monitor the institution payments and receipts on a day to day basis.

Mission: To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and Self-Directing professionals.

ISO 9001:2015 Certified